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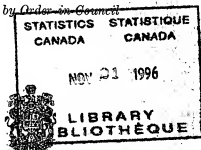
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CENSUS OF MANITOBA,
SASKATCHEWAN AND ALBERTA

1936

INSTRUCTIONS TO
COMMISSIONERS AND
ENUMERATORS

Approved by Order in Council



OTTAWA
J. O. PATENAUDE, I.S.O.,
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY
1936

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RULES, REGULATIONS AND INSTRUCTIONS, CENSUS 1936

GENERAL INSTRUCTIONS

1. Quinquennial Census. The Statistics Act, C. 190, R.S.C. 1927, provides that a census of Population and Agriculture of the Provinces of Manitoba, Saskatchewan and Alberta, shall be taken by the Dominion Bureau of Statistics, under the direction of the Minister of Trade and Commerce, on a date in the month of June, 1936, to be fixed by the Governor in Council, and every tenth year thereafter.

The term quinquennial is used because this census is taken exactly five years after the general census of all the provinces of the Dominion, so that a census of the three aforesaid provinces occurs once in every five years.

2. The "de Jure" method. Under the authority of the Act these regulations provide that the Census of Canada is to be taken on the "de jure" as distinguished from the "de facto principle" i.e.: each person is enumerated as belonging to the locality in which he or she is regularly domiciled or regularly lives. (See Instructions 44 to 58.)

3. Date selected. The Governor in Council has named Monday, the 1st day of June, 1936, as the day on which the census is to be taken. The decisive hour of reckoning is 12 o'clock, or midnight, on the night of the 31st of May to 1st of June; everyone born before that hour and everyone dying after it is to be counted in the population. This means that everyone living at 12 o'clock midnight, the 31st day of May, is recorded in the population.

Enumerators are to begin the enumeration of their respective districts on the said 1st day of June, 1936, and to continue uninterruptedly from day to day, except Sundays, until the work is completed.

4. Districts and subdistricts. In accordance with the Act census districts are required to conform, as nearly as may be, with the districts for the representation of the people in the House of Commons, and census subdistricts to the cities, towns, incorporated villages, townships and parishes which constitute an electoral district.

- (a) Where towns, villages, townships, etc., are of small extent, or their population few, two or more may be assigned to one Enumerator. (See Instruction 14).
- (b) **Indian Reserves shall not form part of any enumeration area; their enumeration will be made by the Indian Agents, under the direction of the Bureau of Statistics.**

5. Officers for the outside service. Two classes of officers shall be provided for the outside service as follows:—

- (a) **Commissioners.** This class of officers shall receive instructions from an officer of the 'Bureau of Statistics at suitable and convenient places selected for that purpose in each province, and shall have direction of the work in the census districts for which they have been appointed. They are to instruct Enumerators in the details of recording the Census in the schedules; to examine the Enumerators in respect of their qualifications and fitness; to revise the work of each Enumerator in accordance with Instructions, and to transmit all papers to the Bureau of Statistics, with which they shall conduct all necessary correspondence.
- (b) **Enumerators.** To this class of officers shall be entrusted the actual enumeration of the census. It is therefore upon their judgment, discretion and intelligence that the completeness and accuracy of the work will to a very large degree depend. Every Enumerator shall begin his work on the 1st day of June 1936, and shall continue it from day to day (except Sundays) until the canvass of his area is completed.

6. (1) When returns made. The census is to be taken and all returns made before the end of the month of June, or within a time to be fixed in Special Instructions.

(2) Returning completed schedules. As soon as the census of his enumeration subdistrict is completed the Enumerator is required to place the schedules, together with the certificate of his appointment and all other census materials in the portfolio properly secured and return them to his Commissioner in person except as follows.

- (a) **Far removed.** In cases where an Enumerator is far removed from the Commissioner and has previously received permission to forward his census returns, to the Commissioner, by mail, he is required to have it properly wrapped and securely tied. He will paste the

printed mailing slip, supplied him by the Commissioner, on the parcel after having first plainly written thereon the name and address of the Commissioner. For further information see Special Letter of Instructions regarding making returns and also instructions on Mailing Slip.

If the agricultural schedules are too bulky to be placed inside the portfolio they shall be carefully wrapped in stout brown paper and securely tied between cardboard to prevent damage in transmission through the mails. Another of the Mailing Slips properly addressed should be pasted on the outside of the package, and mailed according to instructions on the Mailing Slip. Whenever possible the whole of an Enumerator's returns should be made up in a single parcel.

7. If vacancy occurs. Each Commissioner is empowered to appoint an Enumerator or Enumerators in the field if a vacancy occurs for any cause during the time of instruction or thereafter; he shall also, if for some unforeseen reason a subdistrict is ascertained to be too large to permit of the completion of the work within the time specified, be empowered to make a division of the subdistrict and appoint with the consent of the Minister one or more Enumerators thereto. In such cases the Commissioner is required to describe by metes and bounds the new enumeration area thus set up, and send copies immediately of the same to the Bureau of Statistics giving his reasons for the changes made and the estimated population in each new area.

8. Institutions. The larger institutions such as prisons, hospitals for the insane, charitable and benevolent institutions have been made separate enumeration districts and will be enumerated in most cases by some employee of the institution. The names of the Institutions which will be withdrawn from the regular Enumerators and enumerated by special officers are listed in the schedule of enumeration areas sent the Commissioners.

9. Supplies. The Commissioners will be supplied from the Bureau of Statistics with instructions, schedules, and all other printed matter and stationery necessary for distribution to Enumerators when these are called together to receive instructions for their work.

10. Portfolios for supplies. A set of papers sufficient for the requirements of each Enumerator, according to the extent and population of the territory assigned to him, will be placed

in a portfolio furnished for the purpose of keeping them in a safe and clean state throughout the progress of his work. It may happen in certain localities that some of the schedules are not required or only in limited quantity. It will be the duty of the Commissioner in consultation with each Enumerator to **ascertain exactly the kinds of schedules and the number of sheets of each that may be wanted.**

11. Care of schedules. Blank schedules and schedules already filled out must be kept in a safe place where they will not be accessible to any unauthorized person. For the day to day work, the Enumerator is supplied with a special envelope to hold completed farm schedules. For other schedules a large sheet of blotting paper is supplied which should be used to prevent undue exposure of the filled in portion of them.

12. Certificate of appointment. The Enumerator's certificate of appointment is evidence of his authority to ask the questions required by the Act. This certificate is to be signed by him as indicated and should be exhibited whenever its use will aid him in obtaining the information he seeks. It must not leave his possession until after he has finished the enumeration of the subdistrict which it covers, when it is to be returned to the Commissioner with his completed schedules,—who will return it to the Bureau at Ottawa.

13. Duties of Commissioners. One of the first duties of Commissioners is to ascertain and **define by written description** for the guidance of each Enumerator the boundaries of the territory allotted to him, so that no part of the census district may be missed, or be taken by more than one Enumerator. (See Instructions 26-38-62.)

14. Assignment of territory. In a majority of cases each Enumerator will be assigned one enumeration subdistrict and will receive one portfolio, which will contain all the material he will need in his work. Some Enumerators, however, will be assigned a group of two or more smaller subdistricts and will receive a separate appointment and portfolio for each. When two or more districts are assigned to an Enumerator, he shall complete the first subdistrict before beginning the second, and so on. **The census of each subdistrict is to be kept in its own portfolio.**

15. Census subdistrict. A written description of the limits of the subdistrict will be pasted on the inside of the

portfolio. In certain subdistricts a map is also pasted on the inside of the cover of the portfolio. Outside of the subdistrict (or subdistricts), as thus described, the Enumerator has no authority and will have no duties to perform unless otherwise instructed.

16. Complete personal canvass required. It is the Enumerator's duty, personally, to visit every household and farm within his territory, to obtain the information required with reference to them; and to enter the same on the census schedule. (See also Instruction 19.)

17. Enumerator's rights. An Enumerator has the right of admission to every dwelling (including institutions) within his territory for the purpose of obtaining information required by the Statistics Act. He has the right to ask every question contained in the census schedules and to obtain answers to each and all of them. He is cautioned, however, not to mention or emphasize the compulsory feature of the enumeration **unless it is necessary**. (See Statistics Act, Sec. 36 to 40 quoted in Appendix II. to these instructions.)

18. Authority disputed. In case an Enumerator's authority is disputed, he should **show his appointment certificate**, which he must carry with him. But it is of the utmost importance that his manner shall, under all circumstances, be **courteous and conciliatory**. In no instance shall he lose his temper or indulge in disputation or threats. Much can be accomplished by tact and persuasion. Many persons will give information after a night's reflection which they refused to give when first visited. (See also Instruction 12.)

19. Complete particulars. The head of every household (or whoever gives the information for it) should be asked particulars concerning all the schedules, in order that full and complete particulars may be gathered covering the whole scope of the Census for every part of the country. (See Instructions 16-17-18-20 and Statistics Act, Sections 36 to 40, Appendix II.)

20. Refusal to answer. Should any person object to answering any question on the schedules, the Enumerator shall explain that **the information is strictly confidential**, that it will not be communicated to any person whatsoever, and that no use will be made of it which can in any way injuriously affect the interest of individuals. After all other means have failed, the attention of the person refusing to give information should be

called to the penalty provided in Sections 36 to 40 of the Statistics Act for refusal to give information. Should the person still refuse to give the information, or fail to fill out any form required in connection with the census, the procedure to be followed is clearly set out in the sections quoted from the Statistics Act, in Appendix II to these instructions. All such cases should be reported immediately to the Commissioner.

21. Untruthful replies. An Enumerator shall obtain not only an answer, but a truthful answer to each question. He shall not accept any statement which he has any reason to believe is inaccurate or false. Where he considers that the answer given is incorrect he shall call the informant's attention to Section 36 Subsection (a) of the Statistics Act. (See Appendix II.)

22. Starting point for enumeration. The work of taking the census should **begin at some well established starting point** whether it is in a township or parish, or in a city, town or village, and should be carried on continuously and regularly, whether it be one or more polling subdivisions or a tract of larger extent. (In compiling the records into tables every township, parish, city, town and village will be kept apart. See Instruction 23).

23. Cities, towns and incorporated villages. In cities, towns and incorporated villages, where the land is usually laid out in blocks or squares bounded on four sides by streets, the Enumerator should **start at one corner** of the block and proceed around and through it, entering every house or building in regular order and collecting all the information called for in the schedules, before proceeding to the next block or square, and should so continue until the whole of his subdistrict is finished. (See Instruction 22).

24. Keep record of township, parish, etc., separate. In a township, parish, or other rural district, where the houses are scattered, it is advisable to start on a road or highway at the border line of the subdivision and **visit in succession** every house or place until the other side of the area is reached when the next road may be taken in the same way, and so on until the **whole area** assigned to the Enumerator is covered, taking care to finish the census of one township, parish, etc., before proceeding to the next. (See Instruction 62).

25. Mark every unincorporated village. If an unincorporated village is included in the Enumerator's district he shall take the census of it **separately from the rural portion proper**, but on the same schedule. Before starting the enumeration of the unincorporated village he shall leave five lines as a separation

and write the name of the village. When the enumeration of the village is completed he shall leave five lines and write "Here ends the enumeration of the **unincorporated village of**"

This separation will facilitate the tabulation of the statistics, and it will have value as a record for historical use in tracing the origin and rise of future towns in the country. (See specimen schedule lines 6 to 23, page 1.)

26. Municipalities situated in two or more districts. In some instances parts of a municipality may be situated in two or more census districts. When this happens **each part** of the divided municipality will constitute a **separate census sub-district** and the census of it will be made separately and returned in separate portfolios. When such parts are of small extent, either in area or population, two or more enumeration areas may be assigned to an Enumerator who will be required to report the census of each part in separate portfolios. (See Instructions 13-38-62.)

27. Crops and live stock not on farms. Where grain, and gardens are grown, and domestic animals are kept, in cities, towns and villages, the statistics of them (including values) should be taken as carefully as the statistics of crops and animals on farms.

28. Census of crops and live stock to be taken separately for any member of a family besides the head who is on his or her own account an owner or producer. If any member of a household besides the head thereof is on his or her own behalf an owner, occupier or tenant of land or buildings, or an owner of live stock, or a producer of crops separately from the head of the household, a Census of such articles shall be enumerated under his or her own name on Schedules No. 2 or 3.

29. Oath of office. Every Census Commissioner, Enumerator or other person employed in the execution of the Statistics Act must take and subscribe an oath binding him to the faithful and exact discharge of his duties under the provisions of the Act, and in all respects as required by the Forms and Instructions issued under the Act; and every such person who, after having taken the prescribed oath shall desert from his duty or who shall make wilful default in any matter required of him by the Act or the Instructions, or who wilfully shall make a false declaration touching any such matters, shall be guilty of an offence and shall be liable to a fine not exceeding \$300 or not more than six months imprisonment or both. (See Sec. 35 Statistics Act.)

30. Secrecy of information. Every officer or other person employed as Census Commissioner, Census Enumerator, or in any other capacity under the Statistics Act is required to **keep inviolate the secrecy of the information** gathered from the public and entered on the schedules or forms. An Enumerator is not permitted to show his schedules to any other person, nor to make or keep a copy of them, nor to answer any questions respecting their contents, directly or indirectly; and the same obligation of secrecy is imposed upon Commissioners and other officers or employees of the outside service, as well as upon every officer, clerk or other employee of the Dominion Bureau of Statistics at Ottawa. The custody of census and other statistical records pertains solely to the Bureau, the Act expressly stating that no individual report or return shall be published or divulged. Moreover, no officer or employee of the Bureau is permitted to make a search among the records for information relating to an individual return, except for purposes of verification under the Act. The facts and statistics of the census may not be used except for statistical compilations, **and positive assurance should be given on this point if a fear is entertained** by any person that they may be used for taxation or any other object.

31. No private occupation permitted. The Enumerator must not combine with his work as Census Enumerator any other occupation, but must devote his whole time to the work of enumeration, in order that the census of the area assigned to him may be expeditiously and thoroughly covered. **HE MUST NOT COLLECT, OBTAIN, NOR SEEK TO OBTAIN ANY INFORMATION NOT REQUIRED TO ANSWER QUESTIONS CONTAINED ON THE CENSUS SCHEDULES. HE MUST NOT PERMIT ANYONE TO ACCOMPANY OR ASSIST HIM IN THE PERFORMANCE OF HIS DUTIES, EXCEPT DULY APPOINTED OFFICERS OR EMPLOYEES OF THE BUREAU OF STATISTICS TO WHOM THE OATH OF OFFICE HAS BEEN ADMINISTERED.**

32. Who may give out information of the Census. No result of the enumeration may be given to the public in advance of the printed bulletins or reports except by the Dominion Statistician acting under the authority and direction of the Minister of Trade and Commerce.

33. Delegation of work or authority forbidden. Commissioners, Enumerators and all other employees are forbidden to engage substitutes to do any of the work they themselves have

been employed to do. Each one is to do the work assigned to him by the Bureau of Statistics with care and expedition.

- (a) **Commissioners and Enumerators shall not delegate their authority to any other person.** (See Statistics Act, Sec. 35.)

34. Civility and diligence required of an Enumerator. It is the duty of an Enumerator on entering a house to **act with civility**, to state his business in a few words, to ask the necessary questions, to make the proper entries, and to leave the premises as soon as his business has been transacted. His conduct must be judicious and tactful. It is only when persons refuse to answer questions or to give the required information that legal proceedings may be taken against them. (See Instruction 20.)

35. Day's work and daily earnings. The day's work of Census officers, Commissioners, Enumerators and other employees for the taking of the Census is not limited by hours of service unless otherwise specified, as payment is made upon a scale of rates and allowances of which Commissioners, Enumerators and all other officials were informed in the letter notifying them of their appointment. Census employees are **required to use all practicable expedition** to complete the service in the shortest time consistent with accuracy, efficiency and fullness; their daily earnings will depend on the amount of work accurately completed each day.

36. The Statistics Act. The sections of the Statistics Act, which apply to the taking of a census, published with these Instructions (pp. 80 to 85 Appendix), should be referred to for other duties of Census officers of the several classes, especially as provided in Sections 35 to 40 of the Act; and also for the authority under which they may proceed to collect every particular of information called for in the schedules, as provided in the Act.

INSTRUCTIONS RELATING TO ALL SCHEDULES

37. Preparation of schedules for Enumerators. The Commissioner will fill in the blanks in the heading of at least one of each schedule, with the name of the province, the name of the electoral district, the number of the subdistrict and the name of the city, town, village, township or parish in which the subdistrict is situated, according as the blanks in each schedule heading requires; and he will furnish each enumerator with a **written or printed copy of the boundaries of the area assigned to him.** (See Instructions 43 and 65.)

38. Boundaries of Enumerator's district. The Enumerator will study with great care the written description of the boundaries of the territory assigned to him as provided in Instructions 14 and 37, so that he may have a thorough knowledge of it. He should make himself acquainted not only with the precise boundaries of his territory, but with every portion of it which may be rural or urban, so that farm lands may be distinctly separated from towns, villages and hamlets, or parts of such centre of population. He should be careful to set at rest any doubt that may arise as to boundaries between his own and adjoining enumeration districts in order to assure himself that no single house or portion of land is omitted from the enumeration, and that none is included which belongs to the territory of another Enumerator. (See Instructions 13, 22 to 26 and 62.)

39. Numbering of sheets. The number of each page will be entered consecutively on the sheets in the blanks left for it in the headings, and in the exact order in which they are filled as the work of enumeration progresses. When a page is filled the Enumerator will sign his name in the blank left for it in the heading. (See Specimen Schedule.)

40. Clear and legible records. The Enumerator is required to make all entries on the schedules in black ink of good quality, and every name, figure or mark should be clear and legible. If a schedule cannot be read, or if the entries are made with a poor quality of ink, or if they are blurred or blotted, the work of the Enumerator may be wholly wasted. The Census is intended to be a permanent record, and its schedules will be carefully preserved for future reference.

41. Specimen Schedules. Illustrative examples of the method of making returns on the general Population Schedule Form 1 and Farm Schedule Form 2 are supplied for the guidance of the Enumerators.

INSTRUCTIONS RELATING TO THE POPULATION SCHEDULE

42. Purpose of this schedule. The population schedule is framed with the object of enumerating the population of the country by name. Every person whose habitual home or place of abode is in an enumerator's district on the first day of June, 1936, is to be entered by name on the schedule, with the details of information asked for on the schedule carefully filled in according to instructions.

43. Heading to be filled. Fill in all the blank spaces at the head of each page, before entering any names thereon, with the name of the Province, District number, Enumeration sub-district number, and the full description of the division such as: Glenwood Municipality, Oak Lake Town, Plum Coulée Village, Ste. Anne Parish.

44. (1) Who are to be enumerated? This is the most important question for Enumerators to determine; therefore the following rules and instructions should be carefully studied.

(2) Habitual home or usual place of abode. It has already been noted by Instruction 2 herein that the Canadian census is taken under the "de jure method." For all practical purposes this means that each person enumerated is counted in the population of the district where such a person is domiciled or lives. The following are examples which should be studied carefully:—

- (a) Persons away from home on business or visiting.** If a travelling salesman, for instance, lives in Winnipeg, but happens to be absent on a selling trip at the census date, he is counted in the population in the district where he lives in Winnipeg.
- (b) Students at college.** A person attending a school or college away from home is to be recorded in the population of the district in which his home is situated, and not in the population in the district where the school is located.
- (c) Persons in hospitals.** A casual patient in an ordinary hospital does not expect to remain there permanently, and therefore does not acquire a domicile at the hospital. Such a person is counted in the population at his permanent home and not at the hospital. The rule is that only persons having their permanent home in the hospital are to be counted there.

There are however a very few persons who take up their permanent residence in hospitals, and they are to be counted in the population at the hospital in which they live.

- (d) Persons abroad.** Persons temporarily absent on business or visiting outside of Canada are to be included in the population of the district in which their permanent home is in Canada.

- (e) **Servants.** Household servants, labourers, or employees who live and sleep on the premises of the household are to be counted in the population of that household.
- (f) **Boarders and lodgers.** Boarders and lodgers are to be enumerated in the population where they sleep.
- (g) **Sailors at Sea.** A sailor away from his home at sea is to be enumerated as belonging to the population at his permanent home ashore.
- (h) **Lumbermen.** Lumbermen away at work in the forest are to be enumerated at their permanent home. (See Instruction 52).
- (i) **Nurse in training.** A nurse in training shall be counted in the population where she is in training.

45. Absent Persons. When taking the census of a household the Enumerator shall **specifically ask if any member of the household is temporarily absent.** If there is a member absent the Enumerator is to enter such a member's name, and other census information to be supplied by other members of the household, and relatives and friends of the absent person. (See Instructions 47 and 48).

46. Domestic Servants, etc. Because the abode of domestic servants has been a source of misunderstanding in the past it is hereby emphasized that they are to be enumerated at the place where they sleep. If they sleep at their employer's home they are to be enumerated in their employer's household; but if they leave every night after their day's work **they are to be enumerated where they sleep.**

The same rule applies to farm labourers and employees of all kinds. The general rule is that such persons are to be enumerated where they sleep.

47. Place of residence doubtful. Where it is not known whether an absent person will return or not the Enumerator shall enter such person's name, together with all other information required by Schedule No. 1 and write after the name in Column 4 "Ab" for absent, and also enter such person's present P.O. address in Column 5. The entry in Column 4 is to appear thus "Smith John (ab)".

48. Absent twelve months. If a person has been absent from a household for twelve months, and it is not known whether he will return, the presumption shall be that he is domiciled elsewhere. He shall, therefore, not be enumerated with the said household.

49. Persons not to be enumerated. The following are not to be enumerated with the households in which they are found:—

- (a) **Visitors or transients.** Persons, permanent residents of the Prairie Provinces staying temporarily at hotels, boarding-houses, lodging rooms, with relatives or friends, or other places are not to be enumerated at such places if they have some other usual or permanent home. If the permanent home is closed they will be enumerated the regular way and the Enumerator will fill in and return an "Absentee Household Card." [See Instruction 58 (3)].
- (b) **Table boarders.** Persons who take their meals with a household are not to be enumerated with that household unless they also sleep in the household.
- (c) **Servants sleeping out.** Servants, apprentices or other persons are not to be enumerated with the household in which they work unless they also sleep in the said household.
- (d) **Students.** Children or students living or boarding with a household in order to attend a school or college, but whose home is elsewhere are not to be enumerated with such a household.

50. Inmates of Institutions other than medical hospitals.

If there is in an Enumerator's area a prison, reformatory, jail, penitentiary, almshouse, asylum, or hospital for the insane, home for orphans, home for the blind, a home for deaf and dumb, a home for incurables, an institution for feeble-minded, a soldier's home, a home for the aged or any similar institution, in which persons usually remain for long periods of time, inmates of such institutions should be enumerated by the Enumerator appointed for the subdistrict unless the institution is made a separate enumeration area and its census provided for as directed in Instruction 8.

51. No permanent home. Persons having no permanent home are to be enumerated where found.

52. Construction Camps. Persons working in construction camps, relief camps, mining camps, or places of a similar nature, who have no permanent place of abode, are to be enumerated where found. This does not apply, however, to persons working at such camps who have a permanent home elsewhere; they are to be enumerated at their home and not at their camp.

53. Prisoners in jails. It should be carefully noted that prisoners in jails are to be enumerated at the jail in which they are confined, and the name of the home address of such persons is to be entered in Column 5.

54. Individual Census Form—Population. The "Individual Census Form" is a form provided with spaces for entering all of the census information with regard to one person. It is to be used in securing information for persons who are absent at the time of the Enumerator's call and for whom the required facts can not be supplied by anyone else, especially for boarders and lodgers. It is to be left with the head of the household, the landlady, or with some member of the household, to be given to the person for whom the information is needed, with the request that it be filled out by him or her and **placed in the envelope provided, and sealed and left with the head of the household until the Enumerator calls for it at a later date.** (Instructions for filling it out are printed on the slip). Before leaving an "Individual Census Form," the Enumerator should make the proper entries in the heading of the form. When the Enumerator receives this form completed, he shall transfer the information to the census schedule on the line left blank for this purpose, just as if he had obtained the information in the regular way.

This "Individual Form" must be filled up by a date and hour required in a notice given thereon by the Enumerator. The names of all such persons and the information concerning them shall be entered by the Enumerator on the Population Schedule Form I under the name of the head of the household of which such persons are members. (See Instruction 55 and Statistics Act, Section 36 in Appendix II, page 84).

55. Information must be furnished. The heads of households and institutions are required by Section 39 of the Statistics Act to furnish the Enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedules. But if the head of a family, household or institution cannot give information concerning boarders, lodgers or other inmates (including miners, men employed on construction work, etc.), and if such persons are out of reach when the Enumerator calls, he shall leave with the head of the household one copy of "Individual Form—Population," for each such person.

The Enumerator will exercise great care to leave as many blank lines under the head of the household in the Population Schedule for the transcribing of this information as he leaves copies of the "Individual Form" to be filled up by absentees of the household.

56. Households out on first visit. In case all members of a household are out at the first visit, or in case the only persons at home are young children, servants or other persons not able to supply the required information concerning the members of the household, the Enumerator must return later to enumerate this household. If he has reliable information as to the number of persons in the household, including possible boarders or lodgers he should leave the necessary number of blank lines on the Population Schedule for the entries.

57. All members of household absent. When the Enumerator finds a dwelling in his district which is usually occupied by a household, closed and all members of the household temporarily absent, he should obtain the information from some neighbour as to number of persons in the household and report the same at once to the Dominion Bureau of Statistics at Ottawa on the "Closed Dwelling Card" as directed in the instructions regarding the use of same in the following paragraph.

THE CLOSED DWELLING CARD, AND THE ABSENTEE HOUSEHOLD CARD

58. (1) Rule. All persons are to be counted in the population at their permanent place of abode. [See Instruction 44 (2).] It follows conversely that no person is to be counted in the population at the place where such person may happen to be temporarily residing at the date of the census.

(2) The Closed Dwelling Card. Under the rule provision must be made whereby inhabitants of a permanent dwelling may be enumerated, when such inhabitants are all away, and such dwelling is temporarily closed. The provision made is as follows:—

- (a) When an enumerator finds a dwelling where no answer is made to the door-bell he is to ask neighbours, janitors, or others who may know, whether the

occupants are merely out for the time being, or are temporarily living elsewhere. If he is told that the said occupants are living temporarily elsewhere, and if he is unable to obtain the census information, he is to enter the following particulars on a CLOSED DWELLING CARD:—

- (i) The name of the city, town, village, or place where the closed dwelling is situated.
- (ii) The name and number of the street where the closed dwelling is situated.
- (iii) The name and number of his own census district and subdistrict.
- (iv) The name of the head of the household of the closed dwelling.
- (v) The number of persons in the said household.
- (vi) Where the said household now is in temporary residence.
- (vii) The Enumerator's own name.

ALL CLOSED DWELLING CARDS FILLED OUT BY AN ENUMERATOR ARE TO BE MAILED BY THE ENUMERATOR ON THE SAME DAY THEY ARE FILLED OUT TO THE DOMINION BUREAU OF STATISTICS, OTTAWA. THEY ARE POSTAGE FREE; and for every card properly filled in he will be paid five cents.

- (b) **Enter address on schedule.** The name of the head of the household when obtainable and the name and number of the street where the closed dwelling is situated is to be entered on the Population Schedule No. 1. Write "closed" in address column (see specimen schedule lines 6 to 10, page 2). Leave blank a number of lines on the schedule to accommodate the names of members of the absent household; if the number cannot be ascertained leave SIX lines blank.

IF AN ENUMERATOR DOES HIS WORK PROPERLY EVERY DWELLING WILL BE ENTERED ON THE SCHEDULE, AND WILL HAVE ITS INDIVIDUAL NUMBER IN COLUMN 2 OF THE SCHEDULE.

(3) **Absentee Household Card.** Under the rule given above provision must be made whereby members of a household in temporary residence may be counted in the population at their permanent place of abode. The provision made is as follows:

(a) When an Enumerator finds a household [a household may consist of one person—see definition of household, Instruction 70 (2)] in temporary residence in his subdistrict, and is advised that this household has closed its permanent dwelling for the time being, he is to enumerate the household on his schedule and place an asterisk or star (thus *) on the left-hand margin of the sheet opposite every name entered; and enter the following particulars on an ABSENTEE HOUSEHOLD CARD:—

- (i) The name of the head of the household.
- (ii) The names of persons in the household.
- (iii) The name of the city, or town.
- (iv) The name and number of the street where the permanent home of the household is situated.
- (v) The province and district of the permanent home.
- (vi) The page and number of the dwelling as entered on the Schedule No. 1.
- (vii) The Enumerator's own name and the census subdistrict.

ALL ABSENTEE HOUSEHOLD CARDS COMPLETED BY AN ENUMERATOR ARE TO BE MAILED BY THE ENUMERATOR ON THE SAME DAY THEY ARE FILLED OUT TO THE DOMINION BUREAU OF STATISTICS, OTTAWA. THEY ARE POSTAGE FREE. For every Absentee Household Card mailed to the Bureau of Statistics he will be entitled to an extra rate of five cents per card.

59. Vacant Dwellings. When the Enumerator finds a vacant dwelling which is fit for human habitation, he is to enter it on the schedule as follows:—

Column 1—Enter the number of the building in which the vacant dwelling is contained in the same way as the building number is entered for a building containing an occupied dwelling.

Column 2—Enter the dwelling number in the usual way.

Column 4—Write "vacant."

Column 5—Write the name of the street and the street number.

Column 8—Enter the kind of dwelling.

Leave all other columns blank. (See specimen schedule: page 1, line 33.)

The Enumerator will be paid five cents for every vacant dwelling recorded.

60. (1) Enumerate every dwelling. Every dwelling is to be entered on the schedule whether it is occupied or not. If it is **VACANT** it shall be entered as explained in Instruction 59. If it is occupied but temporarily **CLOSED** with the household away it shall be entered as explained in Instruction 58.

(2) An Enumerator shall not take it for granted that because a dwelling is closed at the time of his visit that it is unoccupied. He shall make inquiries from neighbours, janitors, etc. to find out whether:—

(a) It is **VACANT**;

(b) It is **CLOSED** with the household temporarily living elsewhere.

(c) All members of the household are out merely for the time being.

(3) Neither shall an Enumerator take it for granted that because a building appears to be used for business purposes only, that no one lives or sleeps in it; he should satisfy himself by careful inquiries.

61. Method of making record. The entries on the schedule shall be made as follows:—

(a) Use **black ink**;

(b) Write **legibly** and do not blot the schedules.

(c) Avoid **erasing** and **interlining**.

(d) **Do not use ditto marks, except in Column 4.**

62. Political subdivisions to be kept separate. An Enumerator's district may comprise two or more parts or subdivisions, such as:—

(a) Two or more townships, districts, parishes or other divisions of an electoral district, or parts of such division;

(b) Two or more wards of a city, town or village, or parts thereof.

N.B. In all such cases the enumeration of one such division of an enumeration area shall be completed before beginning the enumeration of another. The entries for each subdivision shall begin at the top of a new page of the Population Schedule; and

at the end of the entries of the population for that subdivision the Enumerator shall write, "Here ends the enumeration of, " giving the name of the township, ward or other subdivision as the case may be, and leaving the remainder of the lines on that page blank. **Every municipality or part of a municipality shall constitute a separate enumeration area and its census must be taken as directed in Instruction 13. This applies particularly to cases where parts of a municipality are in two or more electoral districts. (See Instructions 13-26-38.)**

63. Unincorporated village. Read carefully Instruction 25.

64. Closing a day's work. At the end of each day's work the Enumerator will draw a line in the right-hand margin of the schedule below the record of the last name entered on that day and give the date thus: June 10. (See specimen schedule.)

65. The Heading of the Schedule. The Enumerator will fill out the spaces at the top of each page of the schedule before entering any names on that page, with the name of the province, the district number, the enumeration subdistrict number, and in the last blank on the right-hand side of the sheet he will state whether his enumeration area is a city, town, village, township or parish, and write his own name. (See specimen schedule). The **Commissioner** will be particularly careful that every Enumerator under his direction thoroughly understands **how to fill in the heading** of the schedules properly. He is, moreover, required to have the Enumerators fill in the headings of some of their schedules with the proper designations for their enumeration area in his presence.

MARGINS OF SCHEDULE

66. (1) Left margin. The following are to be indicated on the left margin of the Population Schedule, Form No. 1.

(2) **Hotels.** Mark these in the left-hand margin by a bracket enclosing the persons living in the hotel, and by the word "Hotel." Also write the name of the hotel if it has one. (See specimen schedule lines 18 to 27, page 2.)

(3) **Boarding or rooming houses.** Indicate these in the left margin of the schedule by a bracket enclosing the persons living

in the boarding-house, and by the word "Boarding-house." (See specimen schedule, lines 34 to 37, page 1.)

- (a) **What is a boarding or a rooming house.** For census purposes a boarding or lodging house is a dwelling used for the commercial business of housing lodgers. An ordinary dwelling where 1 or 2 rooms are rented merely to augment the household income is not considered a boarding-house.

When an Enumerator finds a dwelling in which lodgers live he is to ask if the dwelling is a boarding-house in the above defined sense of the word.

- (4) **Institutions.** Mark these in the left-hand margin of the schedule by a bracket enclosing the persons living in the institutions, and by the word "Institution." Also write the name of the institution if it has one. (See specimen schedule, lines 31 to 37, page 2.)

- (a) **What is an institution.** For census purposes an institution is any place not a private dwelling, a hotel, or a boarding-house. The following are examples of institutions:—

- (i) Hospitals of all kinds.
- (ii) Sanitariums.
- (iii) Y.M.C.A.'s and Y.W.C.A.'s.
- (iv) Clubs.
- (v) Hostels.
- (vi) Relief camps.
- (vii) Colleges, Convents, Monasteries, etc.
- (viii) Military barracks.
- (ix) Salvation Army Citadels, etc.
- (x) Missions providing beds.
- (xi) Penitentiaries.
- (xii) Reformatories.

This list is not intended to comprise all places that are institutions, but merely to provide examples. If the Enumerator is in doubt as to whether to mark a place an institution, it would be better for him to mark it as one, because this can then be easily checked later.

67. Right margin. On the right margin of the schedule the Enumerator is to indicate the daily progress of his work by writing the date opposite the last person enumerated on that date. (See specimen schedule, page 1, line 26; page 2, line 17, on the right margin.)

COLUMN 1—BUILDING

68. (1) Number of Buildings. In Column 1 each building shall be numbered in order of visitation. The first building visited shall be numbered "1," the second "2," and so on until the enumeration of the subdistrict is completed. The number shall always be entered opposite the name of the first person enumerated in each building, and shall not be repeated for other persons, dwellings, or households in the same building. But where an Enumerator comes back to a building previously partially enumerated, he shall enter the same building number again in order to identify the people with the building in which they live. (See specimen schedule, lines 29 and 38, page 1.)

(2) Building defined. A building for census purposes, is any structure which is used for human habitation. It may be a "single house," an "apartment house," a "tent," a "railway car," a "store," a "bank," or even a "dug-out" in the ground. The following are examples:—

- (a) **Apartment house.** This is any structure containing what are commonly called "apartments," "suites," etc. Such a structure counts only as one building no matter how many "apartments," or "suites," etc., it may contain.
- (b) **Flats.** In some cities there are certain buildings in which several families live under a single roof but which differ from an apartment building, in that each dwelling (flat) has its own separate and independent entrance from the outside—usually, for those above the ground floor, by means of a stairway on the outside of the building. It counts only as one building.
- (c) **Row or Terrace.** This consists of a building with solid partition walls running through it from cellar to attic, having a separate entrance to each part; it has the appearance of a number of "houses" ranged side by side. It should be carefully noted that this counts only as one building.

- (d) **Semi-detached.** This is what might be described as a row of 2 houses, and is in many localities commonly called a "double house." It counts only as one building.
- (e) **Single house.** This is, of course, counted as one building.

COLUMN 2—DWELLING

69. (1) Number of Dwelling. In Column 2 each structurally separate dwelling shall be numbered in order of visitation. The first such dwelling visited shall be numbered "1," the second "2," and so on until the enumeration of the sub-district is completed. The number shall always be entered opposite the name of the first person enumerated in each dwelling, and shall not be repeated for other persons, or households in the same dwelling. (See specimen schedule.)

(2) Dwelling defined. A dwelling is a separate set of premises, which is occupied by one or more households, and has an independent entrance either from the outside of the building containing it, or from a public passage or landing. The following are examples:—

- (a) **An apartment** or suite of rooms in an apartment block is counted as one dwelling.
- (b) **A flat** in a building containing flats is counted as one dwelling.
- (c) **A single house** is usually one dwelling, but in recent years a great number of single houses have been divided into two and sometimes three and four structurally separate dwellings. After being divided they are commonly known as "duplexes," "triplexes," etc., and each individual part is counted as one separate dwelling.
- (d) **It should be carefully noted** that in some dwellings a part consisting of the attic, or one or two rooms have been converted into what is commonly known as "light-housekeeping rooms." These are not really structurally separate self contained apartments if the occupants have to share certain **household facilities**, such as the **bathroom, or kitchen**, with people living in other parts of the house. Such "light-housekeeping rooms" are therefore not counted as a separate dwelling.

- (e) **Each half** of a semi-detached house is usually a separate dwelling and is therefore counted as one dwelling, but it is sometimes converted into a "duplex" in the same way as a "single house" as explained in (c) above, and in such case each part is counted as one dwelling.
- (f) **What is commonly known** as each "house" in a row or terrace is usually a separate dwelling and counted as one dwelling, but it is sometimes converted into a "duplex" in the same way as a "single house" as explained in (c) above.

COLUMN 3—HOUSEHOLD

70. (1) Number of Household. In Column 3 each household shall be numbered in order of visitation. The first household visited shall be numbered "1," the second "2" and so on until the enumeration of the subdistrict is completed. The number shall always be entered opposite the name of the head (See Instruction 77) of the household, and shall not be repeated for other persons in the household.

(2) Household defined. A household consists of a person or a group of persons living in one housekeeping community. The persons constituting this group may or may not be related by ties of kinship, but if they live together forming a housekeeping community they constitute a household. Thus a servant who sleeps on the premises—such as a maid, a chore-boy, a hired man etc., shall be included in the household for which he or she works. Similarly a boarder or a lodger belongs to the household where he sleeps.

(3) It should be noted carefully that two or more households may occupy the same dwelling. If they occupy separate portions of the dwelling and their housekeeping is entirely separate (separate tables), they shall be entered as separate households with numbers in this column and the rental and number of rooms occupied by each household entered in Columns 7 and 9 respectively. (See specimen schedule, line 15, page 2.)

(4) Households in apartments and flats. Dwellings consisting of apartments or flats, etc., are generally too compact to permit of their occupancy by more than one household, but nevertheless there are apartments and flats so occupied, and they should not be missed by the Enumerator.

(5) **Households in lodging-houses.** The occupants of a lodging-house generally form a single household. There are cases, however, of people living in boarding-houses who belong to housekeeping communities separate from the general household community, and they should be returned as belonging to separate households.

(6) **Households in hotels.** Most people in a hotel belong to the general hotel housekeeping community and all such people are therefore returned as belonging to one hotel household. There are, however, persons living in hotels and particularly apartment hotels who belong to housekeeping communities separate from the general hotel community, and they should be returned as so belonging to separate households.

(7) **Households in institutions.** Most of the officials and inmates of an institution belong to one general housekeeping community within the institution, and are therefore entered as one household. But where officers or employees live in separate quarters carrying on their own housekeeping they are to be entered accordingly as separate households. [For definition of institution see Instruction 66 (4) (a).]

(8) **Persons living alone.** It will be seen from the definition of a household given above that a single person may comprise a household. Any person living alone, in an apartment, single house, flat, etc., or an employee living in a store, bank, etc. is to be entered as a separate household.

COLUMN 4—NAME

71. (1) **How to write names.** Write the last name, or surname first, then the given names in full. Example—Smith, John James. Where the surname is the same on the line above, it should not be repeated. (See specimen schedule.)

(2) **Order of names.** When an Enumerator enters a dwelling he should first inquire how many persons regularly sleep there as of June 1, 1936. He should then find out if they all belong to the same household [See Inst. 70 (2)] or to more than one household. If there is only one household he should enter in this Column the names of persons belonging to it in the following order: Head, wife, sons and daughters in the order of their ages, relatives, servants, boarders, lodgers,

and any other persons belonging to the household. He shall make sure that this household has a number in Column 3. If there are two households he should next enter the names of persons in the second household in the same order. He shall then make sure that this household has a number in Column 3.

(3) **Persons in Institutions.** Names of persons belonging to the general institutional household are entered in the following order: Head officer, employees, inmate, etc.

(a) Separate households in an institution, such as households consisting of an Army Officer and family living in special officers' quarters in barracks, or a Doctor and family living in special quarters provided by a hospital, etc., are to be entered separately from the general institutional household and given a separate number in Column 3.

COLUMN 5—PLACE OF ABODE

72. (1) **Urban districts.** In cities, towns and incorporated villages Enumerators shall enter the number of the house and the name of the street in this column.

(2) **Rural districts.** In rural districts the Township, Range and Meridian, and in a few cases the Lot and Parish, shall be entered in this column.

(3) **Where written.** The place of residence shall only be given opposite the name of the head of the household.

COLUMN 6—HOME OWNED OR RENTED

73. (1) **"Owned" or "Rented".** If the head of a household owns the home in which he is living "O" shall be written opposite his name in this column, but if he rents the home in which he is living "R" shall be written opposite his name.

(2) **Two or more households.** If a dwelling is occupied by more than one household it is nevertheless the home of each, and therefore this question shall be answered with reference to each household in the dwelling. In other words there must be either an "O" or an "R" in this column opposite the head of every household. (See specimen schedule line 15, page 2).

(3) **Meaning of "Owned".** The term "owned" here means that the dwelling is owned or partly owned by the head of the household occupying it, or by some member of his family. It is not necessary that full payment for the dwelling should have been made or that the family should be the sole owner.

(4) **Meaning of "Rented".** Every dwelling not owned in whole or in part by the head of the household occupying it or by some member of his family, shall be entered as rented whether rent is actually paid or not.

COLUMN 7—VALUE OR RENTAL

74. (1) If owned give value. If the dwelling is owned, as indicated by the letter "O" in Column 6, the Enumerator shall enter in this Column 7, on the same line as the head of the household, the current or actual market value of the home.

(2) If rented give rent paid per month. If the dwelling is rented as indicated by the letter "R" in Column 6 the amount of rent paid each month shall be entered in Column 7, on the same line as the head of the household. The amount of rent entered in this column shall be the amount of rent paid for the month of May, 1936.

(3) Free tenants. Certain classes of people, such as janitors, clergymen, lock-keepers, etc., often are supplied with free quarters. In such cases the estimated value of the monthly rental based on local conditions shall be given. For example janitors of apartments often pay no rent in actual cash for the apartment they occupy but the amount is deducted from the wages they otherwise would receive. So that if a janitor says he gets his apartment free of rent, ask him how much such an apartment rents for in the same apartment house and fill in that amount.

(4) Store or business premises. If the monthly rental paid includes business premises the rental value of the business premises shall be deducted from the full rent before entering the amount in this Column 7.

COLUMN 8—KIND OF DWELLING

75. (1) Kind of dwelling. In this column on the same line as the head of the household state whether the dwelling of the household is situated in an "Apartment," "Flat," "Row or Terrace," "Single," "Semi-detached," etc.

(2) **Abbreviations used.** The following abbreviations shall be used:—

"Single"—"S"	} See bottom of schedule for these abbreviations.
"Semi-Detached"—"S.D."	
"Apartment"—"A"	
"Flat"—"F"	
"Row or Terrace"—"R"	

(3) **Dwelling in "Single."** This means that a household is living in what is commonly known as a single house. An "S" shall be entered in this column on the same line as the name of the head of each household living in such "singles." Ordinarily there should be found only one household but sometimes they contain two and more, each occupying different parts of the same dwelling. (See specimen schedule, lines 11 and 15, page 2.)

(4) **Duplex.** It should be carefully noted that what looks from the outside like a "single" often reveals itself as "apartments," or "flats," on the inside. These are generally converted "singles," that is "singles" which have been structurally divided on the inside into self-contained apartments or flats. A household living in one of these shall have "A" or "F," as the case may be, entered in this column.

(5) **Dwelling in "Semi-detached."** This means that a household is living in what is sometimes called a "double house." [See Inst. 68 (2) (d).] The entry "S.D." shall be made in this column opposite the name of the head of each household living in such "Semi-detached" dwellings.

(6) **Dwelling in "Apartment."** Big apartment blocks have been built everywhere in Canada, and the individual dwellings contained therein are called by various names, such as, apartments, suites, etc. Access to individual apartments is generally from hallways inside the building, and the building therefore has a street number, or sometimes more than one such number, and the individual apartments have a dwelling number. An "A" shall be entered in this column on the same line as the name of the head of each household living in such an apartment.

(7) **Dwelling in "Flats."** In some cities there are certain buildings in which several families live under a single roof but which differ from an apartment building, in that each dwelling (flat) has its own separate and independent entrance from the outside—usually, for those above the ground floor, by means of a stairway on the outside of the building.

An "F" shall be entered in this column on the same line as the name of the head of each household living in such a flat.

COLUMN 9—ROOMS OCCUPIED BY HOUSEHOLD

76. (1) Rooms. The number of rooms occupied by a household shall be entered in Column 9. The entry is to be made on the same line as the name of the head of the household.

(2) Rooms in hotels. In hotels the total number of rooms occupied shall be entered on the same line as the head of the hotel. In some hotels households occupy permanent separate living quarters; in such cases the number of rooms occupied by each separate household shall be entered opposite the head of the household, although they are included in the total number.

(a) Enumerators are cautioned to obtain the census information about a hotel from the proprietor, or manager, or responsible person in charge of the hotel.

(3) Rooms in boarding-houses. The chief distinguishing characteristic of a boarding-house is that all people living in such a house board at a common table. So that households separate from the general boarding-house household will rarely be found. However, if such a household is found it shall be enumerated as a separate household, and the number of rooms occupied by it shall be entered on the same line as its head.

COLUMN 10—RELATIONSHIP OF MEMBERS OF HOUSEHOLD TO HEAD

77. (1) Head of Household. For census purposes every household must have a head. The name of the head shall be entered first when enumerating a household, and on the same line as the name the word "head" is to be written in this Column 10.

(2) Who is "head". As a rule the father is the head; if the father is absent the mother is "head"; if brothers and sisters are living alone the eldest, or the one who controls the home, is the head. When a number of men living together form a household, one of them must necessarily be the "head."

(3) Relationship to "head". The other members of the household are described in this column in accordance with their relationship to the head, as, wife, son, daughter, father, mother,

grandson, daughter-in-law, uncle, aunt, nephew, niece, partner, boarder, lodger, servant, etc.

(4) **In Institutions.** In an institution persons may be designated as, officer, inmate, patient, pupil, prisoner, etc., and in the case of the chief officer his title shall be used as, Warden, Superintendent, Principal, etc.

(5) **Private family.** Each private family within a household is to be grouped by placing its members within brackets. (See specimen schedule, page 1, lines 3 to 5; page 2, lines 1 and 2.)

(6) **Private family defined.** A private family consists of husband and wife or parents with sons and daughters in a living and housekeeping community.

COLUMN 11—SEX

78. Sex. In this Column 11 enter "M" for a male, and "F" for a female.

Before entering the sex, in this column, enumerators are to compare the name with the sex, and thus avoid making the mistake of entering "F" opposite a masculine name, and vice versa.

COLUMN 12—CONJUGAL CONDITION

79. (1) Single. If the person being enumerated is single write "S" in this column.

(2) **Married.** If the person is married write "M".

(3) **Widowed.** If the person is a widow or a widower write "W."

(4) **Divorced.** If the person is divorced write "D".

(5) **Legally Separated, and separated as to bed and board.** It should be carefully noted that persons legally separated, or separated only as to bed and board, remain nevertheless married, but they shall be described as "L. S."

COLUMN 13—AGE LAST BIRTHDAY

80. (1) Person over one year. The age of a person over one year is to be entered as his age in completed years at his last birthday prior to June 1, 1936.

(2) **Child under one year.** The age of a child not one year old on June 1, 1936, is to be entered in completed months expressed as twelfths of a year. Thus:—

Child	Entry to be
One month old..	$\frac{1}{12}$
Two months old..	$\frac{2}{12}$
Three months and two weeks old..	$\frac{13}{12}$
Four months and three weeks old..	$\frac{17}{12}$

- (a) The age of a child who is one year old on June 2 or any near date following June 1, 1936, shall be expressed as $\frac{11}{12}$ because that is its age in completed months on June 1, the date of the census.

(3) **Child under one month.** The age of a child under one month is to be entered in days, thus: 5 days, 18 days.

(4) **Age in round numbers.** Many persons will state their age in round numbers, like "30" or "45," or "about 30" or "about 45," when that is not their exact age. Therefore when an age ending in "0" or "5" is reported, the enumerator should ask if that is the exact age. If, however, it is impossible to get the exact age, enter the approximate age, rather than return the age as unknown.

COLUMN 14—BIRTHPLACE OF PERSON

81. (1) **Person born in Canada.** If the person being enumerated was born in Canada the name of the province, or territory, in which such person was born, shall be entered in Column 14. If a person does not know the province of his or her birth write "Canada," rather than "unknown." The names of the provinces, and territories, shall be abbreviated as follows:—

Province or Territory	Abbreviation
Prince Edward Island..	P.E.I.
Nova Scotia..	N.S.
New Brunswick..	N.B.
Quebec..	Que.
Ontario..	Ont.
Manitoba..	Man.
Saskatchewan..	Sask.
Alberta..	Alberta
British Columbia..	B.C.
Yukon..	Yuk.
Northwest Territories..	N.W.T.

(2) **Person born outside Canada.** If the person was born outside of Canada the enumerator will enter the name of the country (not city, town, or state) in which he or she was born.

- (a) **National boundaries changed.** Since it is essential that each foreign-born person be credited to the country in which his birthplace is now located, special attention must be given to the countries which lost a part of their territory in the readjustments following the World War. These countries are as follows:—

Austria, which lost territory to Czechoslovakia, Italy, Yugo-Slavia, Poland and Roumania.

Hungary, which lost territory to Austria, Czechoslovakia, Italy, Poland, Roumania, and Yugo-Slavia.

Bulgaria, which lost territory to Greece and Yugo-Slavia.

Germany, which lost territory to Belgium, Czechoslovakia, Denmark, France, Lithuania and Poland.

Russia, which lost territory to Estonia, Finland, Latvia, Lithuania, Turkey and Poland.

Turkey, which lost territory to Greece and Italy, and from which the following areas became independent; Iraq (Mesopotamia); Palestine (including Transjordan); Syria (including the Lebanon); and various States and Kingdoms in Arabia (Asir, Hejaz and Yemen).

- (b) **Person uncertain of birthplace.** If the person reports one of these countries as his place of birth, ask specifically whether the birthplace is located within the present area of the country; and if not, find out to what country it has been transferred. If a person was born in the province of Bohemia, for example, which was formerly in Austria but is now a part of Czechoslovakia, the proper return for country of birth is Czechoslovakia. If the Enumerator cannot ascertain with certainty the present location of the birthplace, where this group of countries is involved, he should enter in addition to the name of the country, the name of the province or state in which the person was born, as Alsace-Lorraine, Bohemia, Croatia, Galicia, Moravia, Slovakia, etc., or the city as Warsaw, Prague, Strasbourg, etc.

(3) **Born in British Isles.** Instead of Great Britain or British Isles, the particular country should be given, as England, Wales, Northern Ireland, Irish Free State, Scotland, Isle of Man, Channel Islands, Hebrides, Orkneys, Shetlands, etc.

(4) **Language not evidence of birthplace.** The language spoken should not be relied upon to determine birthplace.

(5) **Born at sea.** If a person was born on a ship at sea the entry shall be, "at sea."

(6) **Write birthplace in full.** To prevent errors and to facilitate the work of compilation in the Bureau of Statistics, the names of the place of birth of persons born out of Canada must be written in full.

COLUMN 15—YEAR OF IMMIGRATION TO CANADA

82. (1) Persons born outside Canada. The year in which a person born outside of Canada, irrespective of sex or age, first came into this country to reside, shall be written in Column 15.

(2) **WHEN YEAR IS 1931.** When the person being enumerated gives his date of arrival, in this country, as 1931, ask him the month of arrival, and enter the month, as well as the year. For example, if he says he arrived in September 1931, enter "September 1931".

(a) Take care to enter the month **only when 1931 is the year of arrival**; for all other years enter the year, for example, 1925. (See specimen schedule lines 17 and 18, page 1.)

(3) **Persons born in Canada.** The year in which a Canadian born person returned to Canada after having become a resident of a foreign country shall be written in this column. This includes all persons born in Canada, irrespective of age or sex, who either through their own action or that of their parents became resident in a foreign country, but later returned to Canada. The entry shall consist of the year such a person returned to Canada to reside.

(a) It shall be carefully noted that this instruction includes all persons who have **resided** in a foreign country, and not only those who acquired foreign citizenship.

COLUMN 16—YEAR OF NATURALIZATION

83. (1) Foreign Born. The year in which a person born outside the British Empire became a Canadian citizen by being granted a certificate of Naturalization is to be entered in Column 16.

(2) **Canadian Born and British Born.** A person born in Canada or any part of the British Empire, who has lost his British citizenship by becoming the citizen of a foreign country must go through the same process of naturalization as any other

alien to become a Canadian citizen. In the case of a Canadian born naturalized in the U.S.A., the application for re-admission to British nationality may be made directly to the Secretary of State Department after one year from the date of the return to Canada. The year of naturalization of any such person so becoming a Canadian citizen shall be entered in Column 16.

- (a) The Enumerator should be careful to ask everyone born in Canada and reporting an immigration date if they took out citizenship in the country from which they returned to Canada.

(3) **Residence required for naturalization.** The residence required of aliens before naturalization is residence in Canada for not less than one year immediately preceding the application, and previous residence either in Canada, or in some other part of His Majesty's Dominions for a period of four years within the last eight years before the application.

- (a) A person who has been in the service of the Crown for not less than five years within the last eight years before the application may be granted naturalization.
- (b) The Minister may in any special case grant a certificate of naturalization although the four years residence or five years service has not been within the last eight years before the application.
- (c) A person naturalized since 1915 in Great Britain, Australia, Newfoundland, South Africa, and Canada, only, becomes automatically a British subject in any part of the British Empire, Imperial certificates may be obtained by persons naturalized before this Act came into force, on application.

(4) **Foreign born child of British subject.** The child of a British subject, born in a foreign country, does not require to be naturalized on becoming a resident of Canada, unless he has acquired foreign citizenship. In this case enter in this column "P.B.S." meaning Parents British Subjects.

(5) **Papers applied for.** If a person has applied for naturalization papers but has not reached the full status of citizenship the fact shall be indicated by writing "Pa." meaning papers.

(6) **Automatic naturalization.** Children of persons naturalized under the Dominion Naturalization Act, in force before 1915, shall be deemed to be British subjects within Canada, if they

were minor and in Canada, with the parents on the date of their naturalization or later on but before the first of January, 1915. Children of persons naturalized under the Imperial Act, in force since 1915, shall be deemed to be British subjects in the case only where their names are endorsed on the parents' certificates.

(7) **Married women.** Until the year 1932 the wife of an alien became naturalized automatically on the same date her husband was granted naturalization; but now by an amendment to the Naturalization Act, which came into force by proclamation on January 15, 1932, when an alien becomes a British subject his wife shall not be deemed to be a British subject unless within six months, or any longer period with the consent of the Minister, she makes a declaration that she desires to become a British subject.

(a) The said amendment further provided that where a married woman would cease to be a British subject in consequence of the change of allegiance of her husband, she may within six months, or with the consent of the Minister within any longer period make a declaration that she desires to retain British nationality, and thereupon she shall be deemed to have remained a British subject.

(b) A woman who was a British subject previous to her marriage to an alien and whose husband has died, or whose marriage has been dissolved, may immediately be granted naturalization on the death of her husband, or upon her divorce.

(c) This change in the Naturalization Law, affecting married women, came into effect by proclamation on January 15, 1932; previous to this date marriage to a British subject always made the wife a British subject. Since that date foreign women marrying British subjects do **not** become British subjects unless they make application as explained above in (7).

N.B.—It is therefore now necessary to ascertain the nationality of all wives married since January 15, 1932, independent of their husband's nationality.

COLUMN 17—NATIONALITY

84. (1) **The term Canadian.** A Canadian is a person who is a national of Canada. The following are nationals of Canada and the entry in this Column for them shall be "Canada."

- (a) Every person born in Canada, and so entered in Column 14, unless such a person has become the citizen of another country.
- (b) Every person born out of Canada, whose father was a Canadian citizen at the time of that person's birth, unless such a person has become the citizen of some other country.
- (c) Every British subject **who has lived in Canada for five years after his entry as an immigrant.**

The words in bold type immediately above should be carefully noted. They are intended to emphasize the fact that a British subject born outside of Canada does **not** become a Canadian citizen until Canadian domicile has been acquired. A British subject can only acquire Canadian domicile by living in this country for a period of five years after his entry as an immigrant.

- (d) A person naturalized under the laws of Canada who has not subsequently become an alien or lost Canadian domicile.

(2) It is to be carefully noted that a married woman does **not** now automatically become naturalized when her husband is naturalized, so that a married woman's nationality must now be ascertained separately and independently from that of her husband. [See Instruction 83 (7)].

(3) **Other than Canadian.** When a person living in this country is not a Canadian citizen his or her nationality shall be shown in Column 17, by entering the name of the country of which such a person is a citizen, as—"England," "France," "Italy."

- (a) A foreign born person under 21 years of age is to be entered as the same citizenship as his father.

COLUMN 18—RACIAL ORIGIN

85. (1) What is racial origin? The word "race" signifies—"descendants of a common ancestor."

- (a) It is imperative to understand that a person's racial origin, and nationality very often are different, for instance the Canadian nationality comprises many different racial origins, e.g., English, French, Irish, Scottish, Welsh, Italian, German, etc.

- (b) The name of a country from which a person came to Canada gives no indication of that person's racial origin, e.g., a person may have come to Canada from Austria, but may be Polish, or German, or Italian, etc. A striking example are the Ukrainians (Ruthenians). They have no Ukrainian (Ruthenian) nationality, but have come to this country from the nations of Poland, Russia, Austria, Hungary, and other nations of Europe through which they are dispersed. It makes no difference what country they come from their racial origin is "Ukrainian."
- (c) Swiss is not a racial origin, the vast majority of the people of that country being derived from the German, French, or Italian races.
- (d) The word **Canadian** does not denote a racial origin but a nationality; the same applies to the word **American**.
- (e) It is therefore necessary for the Enumerator to ascertain a person's racial origin separately from his country of birth, or nationality.

(2) **What determines racial origin?** As a general rule a person's racial origin is to be traced through his father, e.g., if a person's father is English and his mother French the racial origin shall be entered as English, while a person whose father is French and whose mother is English shall be entered as French, and similarly for other combinations.

- (a) **Canadian Aborigines.** For the Canadian aborigines, the entry will be Indian or Eskimo as the case may be. For a person of White and Indian blood, the entry shall be "Half-breed."
- (b) **Coloured stocks.** For persons belonging to stock involving difference in colour (i.e., the black, yellow, and brown races) the entry shall be Negro, Japanese, Chinese, Hindu, Malayan, etc., respectively, thus indicating the branch within the distinct ethnic stock, to which such persons belong.
- (c) **Mixed blood.** The children begotten of marriages between white and black or white and Chinese, etc., shall be entered in the column as Negro, Chinese, etc., as the case may be.

COLUMNS 19-20-21—LANGUAGE

86. (1) Can speak English. In Column 19 write "yes" for every person who can speak English. Write "no" for every person who cannot speak English.

(2) **Can speak French.** In Column 20 write "yes" for every person who can speak French. Write "no" for every person who cannot speak French.

(3) **English and French.** To avoid any possible confusion it is further explained that if a person speaks both English and French "yes" shall be written in both Column 19 and Column 20.

(4) **Mother Tongue.** By mother tongue is meant the language learned in childhood and still understood by the person.

(a) Write out the name of the language in full. Do not abbreviate.

(5) **Principal languages.** In addition to English and French, the following languages include those most likely to be spoken in Canada as "Mother tongue," and the Enumerator should avoid giving other names when one given in this list can be applied to the language spoken:—

Armenian	Greek	Roumanian
Bohemian	Gypsy	Russian
(Czech)	Hebrew	Serbian
Bulgarian	Hindu	Slovak
Chinese	Icelandic	Slovene
Croatian	Italian	Spanish
Dalmatian	Japanese	Swedish
Danish	Korean	Syrian
Dutch	Lettish	Turkish
Estonian	Lithuanian	Ukrainian
Finnish	Magyar (Hungarian)	(Ruthenian)
Flemish	Montenegrin	Welsh
Frisian	Moravian (Czech)	Wendish
Friulan	Norwegian	Yiddish
Gaelic	Polish	
German	Portuguese	

COLUMN 22—CAN READ AND WRITE

87. (1) **Read and write.** If the person can both **read** and **write** in any language the entry shall be "W."

(2) **Read only.** If the person is able to read only in any language the entry shall be "R".

(3) **Cannot read nor write.** If the person is unable to read or write the entry shall be "No".

(4) **Enumerators are cautioned** that this question relates to a person's ability to read and write **in any language**. It has nothing to do with the question whether a person can read or write one of the two, or both, official languages of Canada.

(5) **Blind persons.** For a blind person write "W" if the person could read and write in any language before becoming blind, or, if, being born blind he or she has been taught to read and write.

(6) **Able to write name.** Persons unable to read or write are sometimes taught to sign their own names, and they may even write a few words. The Enumerator shall ask the person being enumerated if he can read and write, not only his own name and a few words, but whether he has a knowledge of reading and writing. If a person has not this knowledge he is to be considered unable to read and write. A person able to read the newspaper is to be entered as able to read; if able to write a short simple letter as able to write.

(7) **Persons under 5 years.** For persons under 5 years of age leave column blank.

COLUMN 23—YEARS AT SCHOOL

88. (1) **Number of years at school.** An entry is to be made in this column for every person enumerated. Simply enter the total number of years the person attended any kind of educational institution such as, primary school, technical school, secondary school, College, or University.

(2) **No education.** If the person states that he never attended any kind of educational establishment enter "No."

COLUMN 24—MONTHS AT SCHOOL

89. (1) **Number of months at school.** If a person has attended a school, or other institution of learning, or had a private teacher for any period from September 1, 1935, to June 1, 1936, the time shall be indicated by writing the number of months of such attendance.

(2) **No school attendance.** If a person has not attended a school, or other institution of learning, or had a private teacher for any part of the period from September 1, 1935, to June 1, 1936, the entry in this column shall be "No."

OCCUPATION AND INDUSTRY

90. It is important that the entries in the occupation and industry columns accurately describe the trade or profession of the individual and the kind of business or industry in which his

occupation is carried on. Under Instruction 96 are given a number of examples of correct designations of occupation and industry. The words in heavy type are essential to the proper description of the occupation and of the industry.

The Commissioner has been instructed not to certify Enumerators' vouchers for payment if he does not find entries in both occupation and industry columns for every person with a gainful occupation.

COLUMNS 25 AND 28—OCCUPATION

91. Gainful occupation defined. In census usage, a gainful occupation is one by which the person who pursues it earns money or in which he assists in the production of marketable goods. Children working at home merely on general household duties or chores or at odd times at other work are not to be returned as having an occupation. Similarly women doing housework in their own homes without salary or wages are to be returned as "homemaker." Persons not at work on June 1 may report that they have no occupation, meaning that they are unemployed rather than that they have never worked at a gainful occupation. The Enumerator must remember that Col. 25 is designed to provide information as to present occupation if employed at the census date, or last occupation if unemployed.

92. (1) Present occupation—Col. 25. There must be an entry in Col. 25 for every person **14 years of age and over**. The entry shall be one of the following:

- (a) **Present occupation.** If the person has a gainful occupation and is employed on June 1, 1936.
- (b) **Last occupation.** If the person has a gainful occupation but was out of work on the census date.
- (c) **Retired.** If no longer following a gainful occupation.
- (d) **Homemaker.** If a woman doing housework in her own home without salary or wage and having no other employment.
- (e) **Student.** If attending school or college or receiving private tuition.
- (f) **None.** If the person has never followed a gainful occupation and is not a "homemaker" or a "student."
[See also 92 (6)].

(2) Present or last occupation defined. By "present" or "last" occupation is meant the occupation followed at the date of the census or, if the person is unemployed, the occupation in which last employed. **It must be understood that the present**

or last occupation need not be different from the usual or regular occupation (Col. 28). With the principal exception of those cases where there is irregular employment or where the occupation changes with the season of the year the same occupation will likely be returned as the individual's "present" as well as his "usual" occupation.

(3) **Retired defined.** Persons who on account of old age, permanent physical disability or otherwise are no longer following a gainful occupation are to be entered in Col. 25 as "retired," and in Col. 28 as of the occupation formerly followed. **Only persons who at some time had a gainful occupation and are no longer employed nor seeking employment shall be reported as "retired."**

(4) **Homemaker defined.** In the case of a woman doing housework in her own home, without salary or wages, and having no other employment but being responsible for the domestic management of the home, the entry in Col. 25 shall be "homemaker." But if a woman, in addition to doing housework in her own home, regularly earns money at some other occupation, whether carried on at home or outside, then that occupation will be entered in Col. 25 and not "homemaker." Where a woman keeps lodgers or boarders as a means of supplementing family earnings she shall be returned as a "lodging-house keeper" or "boarding-house keeper" when the number of lodgers or boarders exceeds the number of members of the family.

(5) **Student defined.** Every child, 14 years of age and over regularly attending school or college or receiving private tuition, shall be returned as "student." Even if earning small sums of money after school or on Saturdays as messengers, newsboys, etc., they shall be enumerated as students. Only when the child is not attending school and is employed most of the day at some occupation, or is wholly assisting his parents on a farm or in a store, will he be reported as having a gainful occupation.

(6) **None or no occupation defined.** For all other persons who have no gainful occupation the entry in Col. 25 shall be "none." These include such adult dependents as invalids at home or in institutions, persons with private means, etc., who have never followed a gainful occupation and, therefore, would not be returned as "retired." **Young persons under 25 years of age who have never had a gainful occupation and are not at present attending school shall in addition be asked whether or not they are actually seeking employment. If the answer is in the affirmative the Enumerator must add the word "yes"**

in the same column, as "none (yes)," and if the reply is in the negative the entry in Col. 25 will be "none (no)." (See specimen schedule Col. 25.) Where the entry "none (yes)" applies the Enumerator will further inquire whether this young person has qualified for some profession or trade. If so, the exact description of such calling will be entered in Col. 28—usual occupation (see Instruction 93 (3) below).

93. (1) Usual occupation—Col. 28. In Col. 28 the usual or regular occupation shall be entered for all persons 14 years of age and over, who in Col. 25 were reported as having a gainful occupation, as "retired," or as "none (yes)". In addition, there must be an entry in Col. 28 for all inmates of institutions, 14 years of age and over. Do not make an entry in this column for any person entered as "homemaker" or "student" in Col. 25.

(2) Usual or regular occupation defined. By "usual" or "regular" occupation will be understood the trade, profession or calling which the individual customarily follows.

(3) Young persons reporting "none (yes)" in Col. 25 who have qualified for a particular trade or profession but have not been successful in finding employment therein, are to be given this trade or profession as their usual or regular occupation. All other persons reporting "none (yes)" in Col. 25 will be given the entry "none" in Col. 28.

(4) Persons who have retired from gainful employment are to be returned as of the occupation they regularly followed prior to retirement.

(5) Inmates of institutions are to return the occupation regularly followed prior to commitment if they had at some time followed a gainful occupation. If an inmate of an institution has never followed a gainful occupation the entry in Col. 28 will be "none."

(6) Persons who have been separated from their regular occupation for some time and have little expectation of resuming it will be asked to state the occupation most commonly followed during the past two years and this shall be entered as their usual occupation.

(7) If a person has two occupations which he customarily follows during the year return the one at which he spends most of his time or makes the larger part of his annual earnings.

94. (1) FOR PERSONS REPORTING A GAINFUL OCCUPATION IN EITHER COL. 25 OR COL. 28 THE FOLLOWING INSTRUCTIONS MUST BE CAREFULLY STUDIED:—

(2) **Occupations on farms.** A person running his own farm or operating a farm as a tenant or renter shall be returned as "farmer." A person managing a farm for someone else and being paid a wage or salary shall be reported "farm manager." A person working on a farm as a farmer's son or hired man whether receiving pay or not shall be entered as "farm labourer." Where two or more persons, usually members of the same family, share in the ownership and management of the farm they are to be enumerated as "farmers." Women operating their own farms shall be returned as "farmers," but only in cases where women are working regularly at outdoor farm work or caring for live stock or poultry on a farm operated by someone else shall they be reported as "farm labourers." Children who spend most of the day assisting in the work on the farm, other than household work, shall be returned as "farm labourers."

(3) **Unusual occupations for women.** Women are rarely found in most primary occupations, i.e., as miners, fishermen, loggers; nor in building trades, i.e., as carpenters, plumbers, etc.; nor in most railway or road transport occupations, i.e., as locomotive engineers, motormen, truck drivers, etc.; nor in most heavy occupations in factories or elsewhere. Where a woman is reported as having an occupation not usually followed by women make further inquiry before accepting the statement as given.

(4) **Unusual occupations for children.** It is unusual for a child to be found in a position of ownership of a business or to be a proprietor of a farm, factory or store. Nor is it likely that he or she would be working in an official capacity, as manager or foreman, nor following a profession or a skilled trade. The Enumerator shall in all cases note the age of working members of the family for whom such occupations are reported and verify doubtful cases.

(5) **Kind of agent, engineer, inspector, etc.** In an occupation inquiry it is essential that a complete description of the occupation be obtained. As will be apparent from the following illustrations, the terms "agent," "engineer," "inspector," and so on, are very inadequate descriptions of occupations. An agent may be an **insurance agent**, a **purchasing agent**, a **ticket agent**, etc.; an engineer may be a **civil engineer**, a **stationary engineer**, a **locomotive engineer**, etc.; and an inspector, a **school inspector**, a **meter inspector**, a **food inspector**; and so on. Similarly with occupations that actually describe specific processes in the

making of articles of manufacture, the kind of material on which the process or operation is performed must be known. For example, a polisher may be either a **metal** or a **wood** polisher, a cutter either a **leather** or a **cloth** cutter, and a cleaner either a **window** or **garment** cleaner, and each is quite a distinct occupation.

The full description of both the present and the usual occupation must be secured and entered in Col. 25 and Col. 28 respectively. Be careful not to enter in the space allowed for the industry (Col. 26 or Col. 29) information that pertains to the occupation only (see Instruction 96 for further examples of occupation descriptions).

(6) **Officers, employees and inmates of institutions and homes.** For an officer or regular employee of an institution or home, such as an asylum, penitentiary, jail, or of a sanitarium, return the occupation followed in the institution. For an inmate of such institution, if regularly employed therein, enter in Col. 25 the occupation pursued in the institution as his present occupation. If he has no regular occupation in the institution the entry in this column will be "none." Be careful to inquire as to his usual occupation, if any, prior to commitment to the institution and enter such occupation in Col. 28. If he has never followed a gainful occupation the entry in Col. 28 will be "none."

(7) **Vague and indefinite occupation returns.** Do not accept such vague expressions as helper, office worker, mechanic, mill hand, labourer, etc., where the individual can give a more specific description of the occupation followed. Office workers may be bookkeepers, stenographers, clerks, and so on. Persons reported as labourers or mechanics may be found to have on further inquiry some definite occupation, as boiler fireman, steam fitter, machine setter, caretaker, etc. (see also Instruction 96).

COLUMNS 26 AND 29—INDUSTRY

95. (1) **Present industry—Col. 26.** All persons, 14 years of age and over, reporting an occupation in Col. 25 shall be asked to state the kind of industry or service in which their occupation is carried on, and if unemployed on the census date the industry in which last employed shall be given, and this information will be entered by the Enumerator in Col. 26.

(2) **Usual industry—Col. 29.** Every person for whom an occupation is recorded in Col. 28 (usual occupation) will be asked to report the industry in which customarily employed and the answer to this inquiry will be entered in Col. 29. No entry will be made in Col. 29 for a young person whose trade or profession has been entered in Col. 28 but who has never been employed.

(3) **Kind of industry.** In reporting the industry or service in which a person is employed it is important to indicate the particular type of business, i.e., the **kind** of farm, mine, factory, railway, store, service, as the case may be. For example, if the person is working on a farm find out whether it is a **dairy** farm, **grain** farm, etc., or if employed in a mine, whether it is a **coal** mine, **copper** mine, etc., or if working in a factory or mill, whether it is a **saw** mill, an **iron** foundry, a **biscuit** factory, etc., or if employed on a railway, whether it is a **steam** or **street** railway, or if working in a store or trading establishment, whether it deals in **drugs, groceries, hardware, clothing**, etc., and whether operating as a retail or wholesale establishment.

(4) **Indefinite industry returns.** Never accept the return "company," "office," or "firm," or the name of the concern, without further information as to the nature of its operations. Such terms by themselves do not indicate whether the industry is a primary one, whether it is concerned with the secondary process of manufacture, or with the sale of goods. The expression "furniture company," for example, would not tell whether the business was manufacturing or dealing.

(5) **General.** In brief, the Enumerator must make clear (1) whether the industry is concerned with primary production, manufacture, trade, transport, or service, and (2) the **kind** of product produced or dealt in, or the type of service rendered. Where the person is employed in trade also ascertain whether it is wholesale or retail trade (see Instruction 96 for examples of industry descriptions).

96. Illustrations of occupation and industry. The Enumerator should study carefully the following examples of completed occupation and industry descriptions. The words in heavy type are necessary to an accurate recording of the nature of the occupation and the kind of industry of each gainfully occupied person.

Occupation Cols. 25 or 28	Industry Cols. 26 or 29	Status Cols. 27 and 30
Farm labourer.....	Dairy farm.....	NP
Stationary engineman....	Coal mine.....	W
Foreman	Flour mill.....	W
Seamstress	Dressmaking	W
Pattern maker	Iron foundry	W
Timekeeper	Meat packing house....	W
Metal polisher.....	Hardware factory.....	W
Electrical engineer.....	Street railway	W
Civil engineer.....	Highway construction ..	W
Sales agent.....	Drug mfg.....	W
Insurance agent.....	Life insurance.....	W
Manufacturer's agent....	General merchandise....	OA
Purchasing agent.....	Wholesale groceries....	W
Manufacturer	Paper boxes.....	E
Cook	Logging camp.....	W
Servant	Private home.....	W
Waitress	Tea room.....	W
Car inspector.....	Steam railway.....	W
Building inspector.....	City	W
Sales clerk	General store.....	NP
Office clerk	Department store.....	W
Commercial traveller	Implement factory.....	W
Salesman	Wholesale tobacco.....	W
Contractor	Buildings	E
Plumber	Plumbing	OA
Truck driver.....	Dairy	W
Teamster	Wholesale lumber.....	W
Graduate nurse.....	Private nursing.....	W
Nurse in training.....	Hospital	W
Practical nurse.....	Home nursing	W

COLUMNS 27 AND 30—STATUS

97. (1) Where an occupation has been entered in Col. 25 (present occupation) there must be an entry indicating the status of the person in Col. 27, and, similarly, in every case where an occupation is recorded in Col. 28 (usual occupation) the Enumerator will enter the kind of status in Col. 30. It must be remembered that the person's status in his usual occupation need not be the same as in his present occupation. For example, a person whose regular or usual occupation is "storekeeper" on his own account might at the census date be employed as a "sales clerk" in a department store. His status in his usual occupation would be "OA" (own account) though in his present occupation he is a wage-earner ("W"). Every person with a gainful occupation is one of the following:

- | | |
|-----------------|--------------------------|
| (a) Employer | (c) Wage-earner |
| (b) Own account | (d) Unpaid family worker |

(2) **Employer, "E" defined.** If persons such as millowners, storekeepers, manufacturers, farmers, etc., employ helpers, other than domestic servants, in their own business, they are to be classed as **employers**, and the entry "E" (for employer) made in these columns. The term "employer" does not include managers, superintendents, foremen, agents or other persons who may engage help to carry on a business, but who are conducting the enterprise for some other person than themselves. All such persons should be returned as wage-earners ("W"), for while anyone of these may employ persons, none of them does so in transacting his own business. Thus no individual working for a corporation, either as an officer or otherwise, should be returned as an employer but as a wage-earner.

(3) **Own account, "OA" defined.** Persons who are employed in gainful occupations and who are neither employers nor employees are considered to be working on their **own account** and the entry "OA" (for own account) will be made in the status column concerned. Such persons as farmers, physicians, lawyers, small storekeepers, country blacksmiths, etc., who employ no helpers,—in short **independent** workers who receive neither salaries nor regular wages—are to be classed as working on **own account** ("OA"). Dressmakers, washerwomen, laundresses or other persons of similar occupation who work out by the day are wage-earners, but if they perform the work in their own home or shop they are to be classed as working on **own account** ("OA") unless they employ helpers, in which case they are to be returned as **employers** ("E").

(4) **Wage-earner, "W" defined.** A person who works for salary, wages, commission, or on piece rates, whether he be the general manager of a bank, railway, or manufacturing establishment or only a day labourer, is a **wage-earner** and shall be so returned, and the entry "W" (for wage-earner) will record his status. The term wage-earner does not include such persons as lawyers, doctors, and others who work for fees, and who in their work are not subject to the control and direction of those whom they serve.

(5) **Unpaid family worker, "NP" defined.** This entry will be made where persons, usually boys or girls working for parents, are employed full time on a farm, in a store, etc., but receive no fixed money payment.

UNEMPLOYMENT

98. (1) The purpose of the inquiries under this head is two-fold: (a) to obtain information as to the number of wage-earners not at work at the census date, June 1, 1936, and the reason for their absence from work; and (b) to find out how long since they last worked. The Enumerator should consult the Specimen Schedule carefully as well as the following instructions for a clear understanding of the nature of this inquiry.

(2). As defined in Instruction 97(4) a wage-earner is a person who works for wage or salary whether he be the manager of a bank or a labourer on odd jobs.

COLUMN 31—AT WORK JUNE 1, 1936

99. If a wage-earner, were you at work on June 1, 1936. The Enumerator must make an entry in this column for every person reporting an occupation in Col. 25 and for whom the letter "W," for wage or salaried worker, has already been entered in Col. 27. The entry will be either "yes" or "no." If the entry is "no" there must also be an entry in Col. 32 and also in Col. 33.

COLUMN 32—WHY NOT AT WORK

100. (1) If not at work on June 1, 1936, why were you not at work. There must be an entry in Col. 32 for each person reporting "no" in Col. 31. The entry will be one of the following:

- | | |
|--------------|-----------------------|
| (a) No job | (e) Accident |
| (b) Lay-off | (f) Strike or lockout |
| (c) Holiday | (g) Other cause |
| (d) Sickness | |

(2) **No job defined.** This will be recorded as the cause of unemployment when the person has no employment nor any reasonable prospect of returning to his former job.

(3) **Lay-off defined.** The Enumerator should be careful to distinguish between those persons who have no jobs and those who have a job of some kind but are on lay-off owing to seasonal slackness, plant break-down, etc. Where the person is not at work on June 1, 1936, due to involuntary lay-off, without pay, owing perhaps to a temporary shut-down of a plant, mine, etc., or to a partial lay-off of working force where the firm is operating on the day of the census, enter "lay-off" in this column.

(4) **Holiday defined.** This reason will be given where the person is on annual vacation or taking the day off voluntarily, with or without pay, or where he is away from work because the census date happens to coincide with his weekly rest day

(5) **Sickness defined.** If a wage-earner is not at work on the census date owing to a personal sickness or to illness in the family, report the cause as "sickness."

(6) **Accident defined.** Where the person is not at work on June 1, 1936, due to personal injury enter "accident" as the cause, but an accident to machinery which makes necessary the closing down of a plant for a period of time should not be reported as "accident" but "lay-off." Only in cases of personal injury will the reason "accident" be entered in this column.

(7) **Strike or lockout defined.** This reason will be returned where the person is not at work on the census date owing to an industrial dispute.

(8) **Other cause defined.** If the reason given does not seem to fall under any of the types of causes mentioned above the Enumerator shall state the reason exactly as reported.

COLUMN 33—WHEN LAST EMPLOYED

101. If not at work on June 1, 1936, how many weeks since last employed. For all persons for whom the entry is "no" in Col. 31 there must be an entry in this column. In answering this question care must be exercised to obtain the exact number of weeks of continuous unemployment. Brief employment of less than a day's work per week on odd jobs and all unpaid labour performed at one's home while seeking other employment shall be disregarded.

EMPLOYMENT

COLUMN 34—FULL OR PART TIME OR RELIEF

102. (1) If you have a job of any kind state whether it is a full or part time or relief job. For all persons with an occupation in Col. 25 and for whom the letter "W" is entered in Col. 27 there must be an entry in Col. 34. This entry will be "full," "part," or "relief" in all cases, except where the person reports "no job" in Col. 32 or "lay-off" (of more than one week's duration prior to June 1, 1936). In the latter case a dash will be entered in Col. 34.

(2) **Full or part time.** For persons who worked their regular or full number of working days during the week prior to the census date, enter "full" (time). Exception will be made in the case of persons who, though having worked the full number of working days during this week, earned less than normal weekly wages owing to a reduction in the hours worked per day. In these cases the entry must **not** be "full" time but "part" time. A person will be returned as "part" (time) whose total hours of employment during the week prior to June 1, 1936, were less than the normal hours of work per week for his particular trade. Lay-off during the week of not more than one-half day's duration shall not be regarded as placing a person on a part time basis of employment. Furthermore, time off during the week owing to sickness, accident, vacation, or industrial dispute will not be considered in deciding whether the worker is employed on a part time basis or not. The question in such cases will be whether the worker would have worked the normal working week had he not lost time owing to sickness, accident, vacation or industrial dispute. The same rule will apply where persons have not worked at all during this week for these reasons. Where there is serious doubt as to whether the individual worker is in full or part time employment **state the hours worked during the week preceding the date of the census, June 1, 1936.**

(3) **Relief job.** All persons employed during the week prior to the census date on relief jobs of any kind shall be reported as "relief." Road or highway works undertaken during the depression by public authorities or by construction firms at public expense are often of this kind. If there is any doubt as to whether a person is employed on a relief project or not the Enumerator will inquire as to the name of the employer and place of work and decide from his information as to relief works in the locality what entry to make in this column.

COLUMN 35—WEEKS EMPLOYED

103. How many weeks worked during the 12 months prior to June 1, 1936, including holidays with pay. An entry must be made in this column for all persons reporting an occupation in Col. 25 or Col. 28 and with the letter "W" in either **Col. 27 or Col. 30.** Where the information is given in months care must be taken in converting the period reported to a weekly basis. For example, 3 months will be entered as 13 weeks, not 12 weeks, 6 months as 26 weeks, not 24 weeks, etc. For persons whose employment has been of an irregular character some assist-

ance in remembering time worked may be obtained from the record of the total earnings received during the 12 month period preceding the date of the census. Persons on salary who receive holidays or sick leave with pay shall include such period as time worked. For example, a teacher will be reported as working 52 weeks during the 12 months prior to June 1, 1936, if he has worked the full school year. Only weeks worked as a wage-earner are to be reported. This procedure applies where a person is recorded as a "W" (wage-earner) in only one of the two status columns.

EARNINGS

COLUMN 36—EARNINGS

104. Total earnings during the 12 months prior to June 1, 1936. In this column will be entered the total earnings for the 12 months prior to June 1, 1936, of every person reporting an occupation in Col. 25 or Col. 28 and recorded as "W" in either Col. 27 or Col. 30. The Enumerator shall obtain for all persons working for salary, wages, commission or on piece rate payment their total earnings for the year prior to the census date. Only earnings received for the period of the census year worked as a "W" (wage-earner) shall be reported. See also Instruction 103. **Income from pensions, investments, direct relief, or other sources is not to be included.**

CENSUS OF AGRICULTURE

105. Objects of the Census of Agriculture. The census of Agriculture was authorized for the purpose of obtaining (a) accurate statistics relative to farm land, buildings, live stock and other farm property on June 1, 1936; (b) the statistics for the year 1935 concerning Crops, Live Stock Products, Farm Expenses, etc.; (c) the statistics of incidental Agricultural Production, Live Stock, Animal Products, etc., "not on farms" and (d) the statistics of "Vacant Farms and Abandoned Farms."

106. Census Schedules are confidential. The information reported on the census schedules will be treated as **strictly confidential** under all circumstances, and will not be seen by any person except the sworn employees of the Bureau of Statistics. In particular this information will not be used as a basis for taxation nor will it be communicated to any Tax Assessor. The Enumerator is under oath and he shall make this point clear, especially in dealing with persons who seem to be unwilling to give the information requested. To ensure safety and secrecy of returns, each schedule, as soon as it is filled in, shall be placed in the receptacle provided by the office for that purpose.

107. (1) Schedules to be used. Three schedules are to be used by the Enumerator in taking the census of Agriculture; (1) the General Farm Schedule, Form No. 2; (2) the schedule for "Vacant or Abandoned Farms," Form No. 2a; and (3) the schedule relating to "Animals and Animal Products not on Farms," Form No. 3.

(2) The "**General Farm Schedule**" (**Form No. 2**) shall be used in the enumeration of all farms of one acre and over whether located in urban or rural localities. (See Instruction 114.)

(3) **Form No. 2a** shall be used for reporting "Vacant Farms and Abandoned Farms." (See Instructions 117 and 202 and definitions on the schedule.)

(4) **Value of field crops (Form 2b).** The Enumerator is required to furnish on this schedule an estimate of the unit values of the farm crops reported in the census for his enumeration area. The values supplied on this form will be representative of the whole locality and not of any particular farm. (See Instruction 203.)

(5) **Form No. 3** shall be used for reporting "Animals and Animal Products, Home Gardens, Bees, Poultry, etc.," kept in cities, towns and villages or elsewhere, in places, not covered by the General Farm Schedule, Form No. 2. While Schedule No. 3 has been primarily designed to obtain the census of agricultural production, live stock, etc., on small plots in cities, towns or villages it has reference to **the census of all plots of less than one acre** wherever situated. (See Instructions 204 to 210.)

GENERAL FARM SCHEDULE—FORM 2

108. Instructions and explanations are given for the most part on the form itself in conjunction with each question. In addition, however, the Enumerator shall study carefully both the Schedule and the Instructions herein given, before attempting to fill out the first farm schedule. He shall pay particular attention to the Specimen Schedule and note carefully the way it is filled. Inquiries on the schedule with regard to which there are no instructions are assumed to be self explanatory.

GENERAL INSTRUCTIONS AND DEFINITIONS

109. Specimen Schedule. In addition to this "Book of Instructions" which the Enumerator shall study carefully, a "Specimen Schedule" printed on blue paper has been provided

to show the method of filling out the General Farm Schedule "Form No. 2." If any questions arise in the mind of the Enumerator, as to any inquiry, after he has studied carefully the Book of Instructions and the Specimen Schedule he shall apply to his Commissioner for further instructions.

110. General method of filling out schedules. The Enumerator shall use black ink and take pains to write legibly and in particular to make figures so plain that there will be no doubt as to their meaning. It is very essential that erasures should be avoided, and this can be done only by thoroughly mastering the schedules and instructions before starting the canvass. By paying careful attention to the instructions the Enumerator will avoid having **incomplete or carelessly prepared schedules returned to him for correction.** All values shall be entered in round numbers omitting the cents.

111. Location of farm. The Enumerator shall carefully fill in the spaces at the top left-hand corner of the front page of the schedule, the Province, Electoral District, Municipality, Enumeration Subdistrict and also the townships by section, range and meridian, using a separate line for each section or part of section, as instructed.

112. Enumerator's record. The Enumerator is to fill out carefully the blank spaces under this heading at the top right-hand corner of the front page of the schedule. The farms shall be numbered in the order they are visited beginning with number (1) and continuing in order throughout the enumeration district until the census of the subdistrict assigned to him is completed. **Then he is to enter in the proper spaces the number of the population sheet and the number of the line on that sheet where the name of the farm operator is written.** These figures are necessary for identification purposes and are never to be omitted except where the farm operator does not reside in the Enumerator's subdistrict. In that case the word "Non-Resident" shall be written opposite the page and line.

113. (1) Source of information. The Enumerator shall obtain information about a farm from the **"farm operator"** when possible. If it is necessary to obtain the information from another member of his household or from some other person, precaution shall be taken that the person furnishing the information is reliable and competent to give the same. If he finds a farm whose operator resides outside his enumeration subdistrict at the time of the enumeration so that it is not possible to see him or his family personally he shall secure the information from a

neighbour or from any other reliable source that may be available and note at the top of the schedule that it was so obtained. **It is imperative that a completed schedule be turned in for every farm in the subdistrict assigned to the Enumerator whether the "farm operator" is resident or non-resident.**

(2) The Enumerator shall obtain the information from **the operator** of the farm at the time of his visit even though this farm operator may have recently moved on the farm and may not have operated it during the preceding year. The new farm "operator" will be able to give at least approximate figures for the previous year's crops and other products. A farm operator who has recently taken possession of the present farm shall not report the crops that he raised in 1935 on his other farm.

114. (1) Definition of a "Farm." A farm for census purposes, is all the land which is directly farmed by one person conducting agricultural operations either by his own labour or with the assistance of members of his household or hired employees.

(2) The term "agricultural operations" is used as a general term referring to the work of growing crops, producing other agricultural products, and raising domestic animals, poultry and bees. (See Instruction on General Farm Schedule.)

(3) A "Farm" as thus defined may consist of a single tract of land, or of a number of separate and distinct tracts, and these several tracts may be held under different tenures, as when one tract is owned by the farmer and another is rented by him from another person. Thus, if a man who owns 120 acres, rents an additional 20 acres from another person and operates both the 120 acres owned and the 20 acres rented, then his "farm" consists of 140 acres.

(4) When a landowner has one or more tenants, renters, croppers, or managers, the land operated by each of these is considered a "farm." Thus, the land operated by each cropper or tenant should be reported as a separate farm, and the land operated by the owner or manager shall likewise be reported as a separate farm. Or, to take an example of a different kind, if a man owning 160 acres of land rents 60 acres to a tenant and farms the remaining 100 acres himself, his "farm" is the 100 acres which he operates, not the 160 acres which he owns, while the 60 acres rented constitute a separate farm to be reported in the name of the tenant.

(5) Report as a "farm" any tract of land of one acre or more which reported agricultural products to the value of \$50 or more on such tract in 1935.

115. Market gardens, dairies, etc. All market and truck gardens, fruit orchards, nurseries, greenhouses, poultry yards, apiaries and all dairies **in or near** cities, towns and incorporated villages having one or more acres of land, are, for census purposes, **farms**, provided they produced in 1935 agricultural products to the value of at least \$50, and shall be reported on the "General Farm Schedule No. 2," otherwise they shall be reported on Schedule No. 3.

116. Institutional farms. The lands utilized by institutions such as schools, almshouses, hospitals for the insane, etc., for growing vegetables or fruits or carrying on other agricultural operations, are for census purposes, **farms**. The census reports for such farms shall include only the land used for agricultural purposes, and their value is the value of that land, together with the value of such **buildings only** as are used mainly for agricultural purposes. Do not include the value of any buildings used exclusively for the care of inmates, or for housing or instruction of students in schools. The name of the executive officer of the institution or of the manager of the farm is to be written in answer to Inquiry No. 1.

117. Vacant Farms and Abandoned Farms, Form 2a. The Enumerator shall make a report of every Vacant Farm and every Abandoned Farm in his enumeration subdistrict as required by instructions and explanations on the schedule "**Form No. 2a.**" If the Enumerator cannot get exact information to fill in all the questions he shall get the best information possible. Neighbours living near the "Vacant Farm" or the "Abandoned Farm" will, ordinarily, know sufficient about the said farm to answer all the questions in a satisfactory manner. For every such record, made in accordance with the instructions previously noted the Enumerator will be paid the schedule rates. (See Instructions on the Form and Instruction 202.)

118. All Questions shall be answered in order. Give the information asked for on the schedule in the order of the inquiries for every crop produced and every kind of animal on the farm. Inability to obtain exact data does not justify failure to answer a question. The most accurate returns that the circumstances permit must be obtained. If the "Advance Schedule" (See Instruction 119) has been prepared by the farmer previous to the Enumerator's visit the information shall be

taken from it. If farm records or accounts are kept, take figures from these. If such records are not available, careful estimates shall in all cases be obtained or made. Make no entries in spaces marked thus "XXX."

119. Advance Schedule. In order to assist the farmer in preparing answers to the various inquiries on the agricultural schedule which related to the operations of the year 1935, a copy of these inquiries was mailed to every farm operator in the three provinces of Manitoba, Saskatchewan and Alberta with the request that he study the schedule carefully and fill in answers to the various items while the facts were fresh in his mind and keep the schedule until the visit of the Enumerator. The Enumerator shall ask the farmer as to this schedule and if the farmer has prepared the report for his farm, go over it with him and after making the necessary corrections copy the report on the General Farm Schedule. **The Advance Schedule shall be left with the farmer.** Keep in mind that the Advance Schedule deals only with the operations of the year 1935 and that the questions on the schedule relating to the year 1936 must be obtained directly from the farm operator. If, however, the farmer has not filled in the Advance Schedule, the Enumerator shall proceed to obtain the census records in the usual way.

INSTRUCTIONS FOR SPECIFIC INQUIRIES

The following instructions relate to specific inquiries on the General Farm Schedule, Form 2. Inquiries with regard to which no instructions are given are assumed to be self-explanatory.

FARM OPERATOR, June 1, 1936

Answers to Inquiries 1 to 6 inclusive must be entered on every schedule.

120. Inquiry 1. Name. The name of the person operating the farm shall be reported under this inquiry, not that of a firm, institution, school, etc., which may own the land. When a farm is operated by a tenant or hired manager his name as operator shall be reported as the answer to this question.

121. Inquiry 2. Post Office Address. The correct post office address of the person whose name is entered after Question 1 shall be obtained by direct inquiry. The Enumerator shall not assume because the farm may be located near some town or village that the operator receives his mail through a post office located there. If the operator lives on a rural route the number of the route shall be given as "R.R. No. 1 or 2" as the case may be.

122. Age. The age of the farm operator will be given in a similar manner as on the Population Schedule, Form No. 1.

123. Inquiry 3. Birthplace. If the operator was born in Canada give the province of birth, but if born outside of Canada, the country of birth. (See Instruction 81).

124. Racial Origin. The racial origin of the farm operator will be given in a **similar manner as on the Population Schedule Form No. 1.** See Instruction 85 for detailed instructions as to how to determine the racial origin of a person. The purpose of the information sought in this inquiry is to measure as accurately as possible the ethnical sources from which the farm operator has been derived.

125. Inquiry 4. How long have you lived in Canada if not Canadian born. This inquiry is intended to elicit information regarding the number of years the operator, if born outside of Canada, has lived in Canada. The answer to this inquiry is of considerable economic importance and shall be obtained in every instance.

126. Inquiry 5. How many years have you farmed (a) as owner, (b) as tenant. The inquiries under this head are intended to elicit information as to the number of years the "farm operator" on this particular farm operated as the "owner" of land or as a "tenant" on any farm.

127. Inquiry 6. How long have you operated the farm you now occupy. The inquiry under this head has reference only to the occupancy of the farm which is operated by the person named in answer to Question 1.

128. Inquiry 7. How many days in 1935 did you or any person employed the year round on this farm work for pay at jobs not connected with the farm you operated (omit labour exchanged). The purpose of this inquiry is to obtain statistical information as to the number of farmers who do outside work to supplement their farm income. All work done for pay must be included here, even if it is work performed for the municipality to pay taxes or for some individual to pay off a debt or even if payment is made in merchandise. **Do not, however, include labour exchanged,** such as is commonly done in certain sections during seeding, harvesting, threshing, etc.

FARM WORKERS, 1935

129. Inquiry 8. Refers to the number of persons who were employed the year round on this farm in 1935 (exclusive of housework) under two heads (a) members of the family (including operator) 14 years of age and over and (b) hired men.

130. Inquiry 9. This question is intended to obtain information as to the number of persons employed during the year 1935 for seasonal work such as seeding, harvesting or threshing. If a farmer had hired help during the 12 months of 1935, but this hired help comprised three different men for different parts of the year making altogether 52 weeks, the answer to this question would be 3 in Inquiry 9, but the answer to Question 45 would be 52 weeks. If, on the other hand, he employed 10 men for 2 weeks for seasonal work, the answer to Inquiry 9 would be 10, but the answer to Question 45 would be 20 weeks.

FARM POPULATION, 1936

131. Inquiry 10. The total number of persons, of all ages, living on this farm on June 1, 1936 will be entered following the letters "M" (male) and "F" (female).

132. Inquiries 11 and 12. Questions 11 and 12 are designed to obtain information to show the movement of population from the city, town or village to the farm, and also from the farm to the city, town or village. The answer to Question 11 will be the number of persons of each sex who have left this farm to make their home permanently in a city, town or village (a) in the last 12 months preceding June 1, 1936, (b) in the last 5 years preceding the same date, while the answer to question 12 will be the number of persons of each sex who have left a city, town, or village to live permanently on this farm during the same periods.

The answer to Question 10 will give valuable information as to the number of persons living on farms at the time of the census while the answers to Questions 11 and 12 will give information on the movement of population from city to farm and farm to city in the last 12 months and also in the last 5 years.

FARM ACREAGE AND TENURE, JUNE 1, 1936

133. Inquiry 13. Total number of acres in this farm. The acres reported in answer to this inquiry shall, as indicated by the note under the inquiry, include all the land on which the person named in answer to Inquiry 1 **conducts farming operations** of any kind, whether such land is owned, rented from others, or managed for another. It shall include all outlying or separate fields situated within the Enumerator's sub-district.

134. (1) Inquiry 14. This inquiry has particular reference to the tenure under which the land is held. The information is sought under two headings (a) **"How many acres of**

this farm do you own" and (b) **"How many acres do you rent from others."** The Enumerator shall note carefully that all questions under tenure relating to land owned or rented refer to the land which constitutes the farm which the farm operator occupies in 1936.

(2) **Owned or rented.** The first step in obtaining this information is to ask the farm operator the questions **"How many acres in this farm do you own"** and **"How many acres do you rent from others."** If he replies that he owns the whole number of acres already reported under Inquiry 13 and does not rent any land from others, the answer to the second part of the inquiry shall be "no."

(3) **Acres owned.** Farm land is regarded as **owned**, not only where the operator owns it but also when it is owned by his wife; where the operator holds possession as an heir or one of the heirs to an undivided estate; where he is trustee or guardian for such heirs; where he has bought the land under an agreement of sale; or where he has purchased a farm held for debt and holds it subject to redemption by the original owner. Land on which the farmer has settled under the "Homestead Law" but has not yet proved up or that which is more or less permanently occupied by a squatter should be reported as **owned land**.

(4) **Acres rented.** This part of Inquiry 14 shall be answered for all part owners and for all tenants. If the operator is a **Part owner** the acres rented shall be given in answer to Inquiry 14 (b) and the sum of the entries under 14 (b) and 14 (a) will make the total of the answer to Inquiry 13. If the whole farm is operated by a tenant the answers to Inquiries 14 (b) and 13 will agree. (See specimen schedule.)

135. Inquiry 15. How many acres of land rented are improved. See instructions under Inquiry 19 on the schedule for definition of "Improved Land."

136. Inquiry 16. What do you pay as rent per year. This question is very important and shall be answered for every farmer renting the whole or part of his farm from others. The Enumerator shall take particular care that this inquiry is answered in every instance in which acres are reported under Inquiry 14 (b) "rent from others." If part or all of the rent is paid in cash the total amount in dollars paid as rental shall be reported. **If the rent is paid in kind** give cash value as instructed in the schedule. Include taxes if paid as part of the rent.

137. Inquiry 17. Do you operate this farm on shares. If the answer to this inquiry is "yes" the share paid shall be entered as indicated in the instruction under the inquiry.

138. Inquiry 18. Do you operate this farm for others as hired manager. The answer to this question shall be given by writing "yes" or "no."

N.B.—It is very important that the answers to Inquiries 13 to 18 should be answered carefully and accurately. In particular it is important to know whether the tenant pays cash, a share of the crops or a stated amount of farm products. The answer to Inquiries 16 and 17 should indicate clearly whether the rent is paid in cash or in kind.

CONDITION OF FARM LAND

139. Inquiry 19. Acreage of improved land in this farm in 1936. The instruction given under this inquiry on the agricultural schedule is sufficiently clear not to require further explanation.

140. Inquiry 20. Acres of Woodland in this farm in 1936. (a) Natural. (b) Planted trees. The purpose of this question is to obtain the acreage of woodland covered with natural or planted forest trees which will, now or later, yield. Trees planted for wind breaks should also be included under planted trees.

141. Inquiry 21. Acres of unbroken prairie or natural unploughed pasture in this farm in 1936. The term "Unbroken Prairie" refers to the portion of this farm which has not been brought under the plough while "Natural Pasture" refers to land which is not used and has not been used (for a number of years) to produce crops but upon which cattle graze.

142. Inquiry 22. Acres of wet marsh (slough) or other waste land in this farm in 1936. This inquiry shall be answered by entering the number of acres of all wild, waste and marsh land whether pastured or not or whether or not suitable for pasture. This entry shall include all land, not woodland, that is incapable of being tilled by reason of natural conditions such as hills, streams, ponds, swamps, rocks, etc.

The Enumerator's attention is particularly directed to the note under Inquiry 22 and before leaving this section of the schedule he shall satisfy himself that the answers to Inquiries 19, 20, 21 and 22, when added together make the total acreage given under Inquiry 13.

143. Inquiry 23. How many acres of improved land in this farm in 1935? The note under Inquiry 19 on the schedule applies in this case.

144. Inquiry 24. How many acres of the improved land (a) were in pasture in 1935? (b) will be in pasture in 1936? The purpose of this inquiry is to ascertain under (a) the number of acres of improved land which were in pasture in 1935 and under (b) the number of acres of improved land which will be in pasture in the summer of 1936.

145. Inquiry 25. How many acres of the improved land (a) were summer fallowed in 1935? (b) will be summer fallowed in 1936? Be sure to include under this inquiry only land which was summer fallowed and not land from which an early crop was harvested and then ploughed in late summer or early fall.

146. Inquiry 26. How many acres of improved land (a) were idle in this farm during the year 1935? (b) will be idle in 1936? Under this inquiry make sure that no land which was summer fallowed or pastured is included. The purpose of this question is to obtain statistical information as to the number of acres of improved land which in 1935 and 1936 were not used for pasturing, growing crops or summer fallow.

FARM VALUES

147 (1) Inquiry 27. Total value of this farm on June 1, 1936. This inquiry is of fundamental importance and shall be answered on every schedule. Report here the value of the entire farm, consisting of all the land reported under Inquiry 13, whether such land is owned, rented, or managed by the farm operator, and of all farm buildings and improvements, attached to the land.

(2) As stated in the "Note" under this inquiry on the schedule, the amount for which the farm, including buildings, would sell under **ordinary conditions**, and not at forced sale, shall be accepted as its true value. *The Enumerator shall try to obtain a reliable figure as to the value of farm property. Due to conditions in the past few years, the Enumerator shall guard the farmer against stating too low or too high a*

figure. Do not include under Inquiry 27 the value of farm implements and machinery. (See Instruction 151.) The valuation given by the farm operator or the person reporting shall be accepted unless there is reason to believe that such valuation is below the actual value of the farm or is exaggerated. In all cases the amount for which the farm, including farm buildings and improvements, would sell under ordinary conditions, not at forced sale, shall be stated.

(3) A part owner should report the value of all the land which he operates, including that which he rents as well as that which he owns.

(4) The Enumerator shall assure the farm operator that the values returned on the census schedules will not be seen by any persons except the sworn employees of the Bureau of Statistics. (See Instructions 20 and 106.) They will not be used for purposes of taxation and will not, in any case, be communicated to tax officials. In many sections, property is uniformly assessed for taxation, at a figure considerably below its true value. This fact is generally recognized, and it is expected that a farmer listing his property for taxation, will report values somewhat less than the actual values in accordance with the current custom. **This being the case, a farmer should not hesitate to report to the census Enumerator the full value of his property even though he may have reported a lower value to the tax assessor.**

148. (1) Inquiry 28. Value of all buildings included in 27. This inquiry calls for the value of all farm buildings, which value has already been included under Inquiry 27. This value, of course, will be less than the value of land and buildings reported under Inquiry 27. The difference between these amounts should be sufficient to provide for a fair average value per acre for the land alone.

(2) The value of buildings will ordinarily be an estimated value and shall represent a reasonable fraction of the total value reported under Inquiry 27. No attempt shall be made to find out the original cost of the buildings nor the amount it would cost to replace them new, as the latter amount would, frequently, be much more than the present value of the buildings, and in some cases even more than the total value of the farm, including the buildings. What is required is a fair estimate of the buildings as they now stand—not a replacement value; and only buildings used for farm purposes on this farm shall be included.

(3) The schedule for an "institutional farm" shall show the value of the farm buildings only and not of any other buildings. The value of such buildings as factories producing butter, cheese, or condensed and evaporated milk, canning factories, which, though situated on the farm, are used for manufacturing or administrative purposes rather than for farm purposes shall not be included under Inquiries 27 or 28.

149. Inquiry 29. Value of the residence alone. Under this inquiry is to be entered the value of the house in which the farm operator and his family live. If there is more than one house on the farm, **be sure to give only the value of the house in which the operator lives.** To determine the value of the residence see instructions under Inquiry 27.

150. Inquiry 30. Value of automobiles on this farm. Under this inquiry is to be given the **present value** of all automobiles on this farm. The purpose of this inquiry is to separate the value of automobiles from that of farm implements. Do not include the value of motor trucks in this question.

151. (1) Inquiry 31. Value of all implements and machinery used on this farm. The value of all farm implements, machinery, etc., used in operating the farm and permanently (or usually) kept on the farm, whether they belong to the farm or not, shall be reported under this inquiry. Farm machinery owned co-operatively by a group of farmers shall be reported on the schedule for the farm where it is usually kept; or if no "usual" place is provided then it shall be reported on the schedule for the farm where it happens to be on June 1, 1936. A tenant shall report under this question the value of the farm implements and machinery used in operating his farm, even though he does not own them.

(2) Under this inquiry will be included a fair estimate of the present value, not a replacement value, of all trucks, tractors, all farm implements, tools, wagons, harness, dairy equipment, threshing machines, combines, apparatus for making cider, grape juice, maple sugar and syrup and for drying fruits, and all other farm implements and machinery so far as they are used in carrying on the farm business. The Enumerator shall obtain an itemized statement so as to arrive at a proper total. (See note under inquiry on schedule.) Be sure that the value of automobiles is not included in Question 31.

FARM MORTGAGE—JUNE 1, 1936

152. (1) Inquiry 32. Total mortgage on this Farm June 1, 1936. This question must be asked of all farm operators who own all or part of the land they operate but not of tenants or managers.

(2) If the amount of mortgage reported exceeds the total value of lands and buildings reported under Inquiry 27 the Enumerator shall state the reason in the margin of the schedule.

(3) The mortgage debt to be reported includes not only the debt secured by an instrument called a "mortgage" but also debts protected by deeds of trust, judgments, or by any other legal instrument that partakes of the nature of a mortgage and which has the same legal effect.

(4) The answer to this question shall not include any debts covered by crop liens, nor any debts secured by liens on implements and machinery or on live stock. It has reference only to a debt secured by a mortgage, or by an equivalent legal instrument on lands and buildings.

(5) *This inquiry concerning farm mortgage has been given a place on the General Farm Schedule at the request of many Agricultural Associations and Farmers' Organizations. Positive assurance should be given to the farmer that the records of no individual farm will be made public. The information is absolutely confidential and will be used only in the compilation of Statistical Tables.*

153. Inquiry 33. Who holds this mortgage? The purpose of this question is to obtain statistical information as to the variation in interest rates according to whether the money is loaned by a loan or insurance company, the government or a private individual. The answer to this question would, therefore, be a trust, a loan company, the government, a relative or a private individual without naming the person who made the loan.

154. Inquiry 34. What rate of interest do you pay per annum? This question requires no explanation, and the answer will be 6 per cent, 7 per cent, etc., as the case may be.

155. Inquiry 35. Amount of debts covered by crop liens or liens against live stock and implements. This question as well as the next is self explanatory and requires no discussion

here. Questions 32 and 35 are asked to obtain statistical information as to the amount and nature of obligations that farmers generally have to meet.

FARM EXPENSES ON THIS FARM IN 1935

Under this section all expenditures of the classes named, which were incurred in 1935 whether paid or to be paid must be reported.

156. Inquiries 37, 38 and 39. It is important that the expenditures for feed (37); fertilizers (38); field and garden seeds (39) should be consistent with the size of the farm, as well as with the number of animals reported on the farm, taking into account those sold in 1935 and the farming operations reported elsewhere on the schedule.

157. Inquiry 40. Amount paid for electric current for light and power in 1935. Before recording the answer to this question the Enumerator shall find out if the amount given is made up from monthly statements of the enterprise supplying electric current.

158. Inquiry 41. Taxes paid or payable on land and buildings of this farm in 1935. This inquiry, which relates to the taxes on the farm property owned by the operator, shall be asked only of each farm operator who owns all or part of the farm. The taxes to be reported here shall include only the taxes paid or to be paid for the year 1935 on the land and buildings of this particular farm which is owned by the operator. The acreage covered by this tax should be identical with the acreage reported under part (a) of Inquiry 14.

159. Inquiry 42. Amount expended in 1935 for tractor, combine and truck fuel. Under this inquiry is to be entered the amount of money expended in 1935 for gasoline, distillate, diesel fuel, etc. used in combines, tractors or trucks.

160. Inquiry 43. The purpose of this question is to obtain information regarding the cost of repairs and other expenses in connection with the running of this farm. Expenditures for food, clothing and other necessities for the family shall not be included here.

161. (1) Inquiry 44. Amount expended in money in 1935 for farm labour (exclusive of housework). This inquiry is designed to elicit information regarding the actual amount of

money paid by the farmer for work done. The answer to this question will **not include** an estimate of the value of house or of room and board, which will be reported under Inquiry 46, but shall include the value of **commodities** supplied to the farm labourer.

(2) The amount reported as expended in money for farm labour, exclusive of housework, shall include the amount paid those **farm hands** who were employed for short periods, it may be to pick fruit, harvest crops, etc., as well as the regular farm hands employed by the month or year. Care shall be taken to report the number of weeks of hired labour, exclusive of housework, called for under Inquiry 45. This number shall conform to the amount of money reported as expended under Inquiry 41.

162. Inquiry 45. Number of weeks of farm work done by hired labour, all ages, in 1935 (exclusive of housework). The Enumerator shall make careful inquiry as to the number of weeks employed on the farm whether at general farm work or in picking fruit or at any other kind of farm labour, except housework. The total number of weeks thus employed shall be entered as the answer to this question.

163. Inquiry 46. Estimated value of house or of room and board furnished farm labourers in 1935 (exclusive of housework). The estimated value of house, or of room and board furnished the farm labourer (either sex) shall be based on current rates prevailing in the locality. If **house** only is supplied to the farm labourer write "house" before the \$ sign; if room and board, write "room and board" before the \$ sign; if all three are furnished to farm labourers, enter total figure without a qualifying remark. The figures supplied under this inquiry shall not include an estimate of the value of room and board furnished female domestics. (See specimen schedule).

FARM FACILITIES, JUNE 1, 1936

164. Inquiry 47. This inquiry requires no explanation. Enter the number of each of the facilities mentioned.

FARM AND MARKET GARDEN, 1935

165. Inquiry 48. Value of all vegetables grown in 1935 for home use or for sale. Under this inquiry give the total value of all vegetables grown in 1935 for home use or for sale. This amount shall include the value of all vegetables canned, pickled or dried for home use.

FOREST PRODUCTS CUT ON THIS FARM IN 1935

The inquiries under this heading are, as stated on the schedule limited to the products of the farm reported under Inquiry 14. All forest products must be included whether sold or used on the farm.

166. Inquiry 49. Firewood. The following definitions are to apply:—

- (a) A cord as used in measuring firewood, pulpwood, etc., is to be a full cord, containing 128 cubic feet of piled material, such as a pile 4 feet wide, 4 feet high and 8 feet long or its equivalent.
- (b) Softwoods include all needle-leaved trees such as pine, spruce, cedar, tamarack, etc., whether their wood is hard or soft.
- (c) Hardwoods include all broad-leaved trees such as maple, birch, basswood, ash, poplar, etc., whether their wood is hard or soft.

167. Inquiries 50 and 51. These inquiries require no explanation.

168. Inquiry 52. Other forest products. Be sure to include under this heading the value of all forest products, whether sold or used on the farm, not reported in Inquiries 49, 50 and 51. This inquiry shall include railway ties, telegraph and telephone poles, logs for lumber or any other products of the forest.

CO-OPERATIVE MARKETING IN 1935

169. Inquiries 53 to 61. These inquiries will be answered frequently in localities where there are co-operative organizations and probably not at all in localities where there are no such organizations. Sales of products by the farmer through an individual or local dealer shall not be reported here. In the case of wheat and other grains in the Prairie Provinces it is sometimes the custom for some of the co-operative organizations to hold the crop for a considerable period before selling it or making returns to the farmer. In cases of this kind where the farmer has not received the complete returns for his crop he shall report the value of the wheat or other products harvested in 1935 and delivered to the Association, estimating the value, if necessary, on the basis of current prices.

In many parts of the Prairie Provinces eggs, poultry, sheep and lambs are also disposed of co-operatively.

CO-OPERATIVE PURCHASING OF FARM SUPPLIES IN 1935

170. Inquiries 62 and 63. These questions like those referred to in Instruction 169 will be answered in localities where there are co-operative organizations. Purchases through individuals or local dealers should not be reported under Inquiry 62.

When an amount for the purchase of farm supplies under this heading is reported, the Enumerator shall obtain a list of the articles purchased and enter them by name under Inquiry 63.

CROPS

171. (1) Under this heading will be reported (a) Crops harvested on this farm in 1935 (whether by present occupier or not), and (b) area sown or planted for the harvest of 1936 (the current year). The inquiries are listed under four subdivisions: (1) Grains, (2) Hay and Forage, (3) Potatoes and Roots, (4) Clover and Grass Seed threshed on this farm in 1935.

(2) The information regarding crops harvested on this farm in 1935 will be given under three headings in Columns 1, 2 and 3, and will be the crops which were harvested in 1935 from the land which has already been reported under Inquiry 23 whether these crops were raised by the present operator or by his predecessor. The record shall have reference only to the crops raised on this farm and shall not include crops raised by the farmer on other land which he may have farmed in 1935 but which he does not now own or operate. The Enumerator shall study carefully the list of crops printed on the schedule in order that he may be sufficiently familiar with them to avoid omitting or duplicating any. If however, the Enumerator finds crops other than those listed were raised on the farm he shall write the name of such crops, crossing out the name of the crop not raised on this farm and making the report as usual.

172. Column 1. Acres under crop in 1935. The Enumerator will enter the number of acres sown or planted to each crop on this farm for the harvest year 1935 regardless of whether a crop was harvested or not. If an acreage of certain crops was seeded before 1935 to be harvested in 1935, such as fall wheat, cultivated hay, etc., such acreage shall be entered in Column 1.

173. Column 2. Quantity harvested. The Enumerator shall enter in this column the total production from the acreage sown or planted according to the instructions in the heading

of the column, **which shall be studied carefully and followed implicitly.** It is particularly important that the Enumerator makes sure that no amounts of crops are omitted and he shall also see that the number of bushels reported be as exact as to weight as possible discounting for threshers measures, etc. Each entry in Column 1 should have a corresponding entry in Column 2 for crop harvested or in Column 3 for crop failure or in both as per Instruction 174 (2). Before going on with the next question the Enumerator shall check Columns 2 and 3 with Column 1 for entries.

174 (1) Column 3. Crop failure. In Column 3 the Enumerator is directed to make inquiries for each kind of crop as to the number of acres sown or planted in 1935 which did not produce a crop. In making the entries in Column 3 the Enumerator is particularly directed to follow the instructions at the top of the column. In addition to reporting all acreage sown in 1935 which did not produce a crop, the Enumerator is also required to state the cause of the failure such as rust, hail, fire, flood, frost, etc.

(2) As an example, Column 1 may show that 40 acres were sown to barley in 1935; but if for some cause, say hail had destroyed 20 acres, the entry in Column 3 will be made thus **"20, hailed"** indicating that 20 acres of the 40 sown produced no crop on account of hail. (Similarly for other causes.) The yield in Column 2 shall be the actual number of bushels of barley harvested.

(3) Every reasonable effort should be made to obtain figures based on records; or if no records were kept, reliable estimates made, if possible, by persons directly concerned with the growing of crops, shall be obtained. The Enumerator himself shall be well informed with regard to the usual production per acre of various crops in his enumeration area, which with other factors will enable him to assist the farmer in making estimates, where this is necessary.

175. Column 4. Acres sown or planted for harvest, 1936. As the planting for the 1936 harvest will be completed or nearly so, on June 1st and the records fresh in the memory of the farm operator, the Enumerator should inquire diligently the number of acres sown to each kind of crop by the farmer, and if seeding be not yet completed at the time of calling, the number of acres or fraction of an acre which will be devoted to any particular crop for the harvest year 1936, should be entered in this column.

176. Inquiries 64 to 73. Grains. The Enumerator will enter under these inquiries only grains which are ripened on the stalk. This distinction is important and the Enumerator must not report under these inquiries grains which were cut green for feed in 1935 or the acreage planted for a similar purpose in 1936. **Grains grown for forage must be reported under Inquiries 83 and 84.** In the case of crops such as oats or mixed grains which are ripened but fed to stock in the sheaves, as reliable an estimate of production as possible must be obtained.

177. Inquiries 74 to 87. Hay and Forage. The Enumerator shall be careful to report each kind of hay or forage crop under its proper classification. Small grains, cut green and used for forage are to be reported under Inquiries 83 and 84. The Enumerator shall report the acreage and production of **sweet clover** even though it may not have been used for forage.

178. Inquiries 88 to 92. Potatoes and Roots, and Other Field Crops. The Enumerator shall obtain the acreage and production of all field roots, but shall not include any that should be reported under "farm garden" or "market garden." If the farm "unit of measure" is pounds or barrels these quantities shall be reduced to bushels or tons as indicated on the schedule.

179. Inquiries 93 to 101. Clover and Grass seeds harvested on this farm in 1935. Only clover and grass seeds which are ripened on the stalk shall be reported under these inquiries. This distinction is important and the Enumerator shall not report grasses which were cut green for feed in 1935. It sometimes may happen that clover seeds are harvested from an acreage which earlier in the season had been cut for hay, but as the quantity of seed produced only is required this fact need not be considered.

CROPS OF 1935 SOLD OR TO BE SOLD

180. Inquiries 102 to 109. The purpose of these inquiries is to ascertain the quantities of certain crops harvested in 1935 which have been sold or available for marketing. **The Enumerators are strictly cautioned not to include grains held over from years previous to 1935 in these inquiries.**

LIVE STOCK ON THIS FARM JUNE 1, 1936, AND ANIMAL PRODUCTS, 1935

181. Domestic Animals and Poultry on this farm. Report all domestic animals on this farm on June 1, 1936, whether they belong to the farm operator or not. The phrase **"on the farm"**

means **kept on the farm**. If a farmer hires his neighbour's team for a short time that team is not to be regarded as "**on the farm**" for census purposes, and shall not be included in this farm schedule even though it may happen to be at work on this farm on June 1, 1936. But horses, cattle or other animals belonging to the hired man or others which are boarded or cared for on the farm shall be included. Breeding animals owned jointly by two or more farmers and kept in turn on the various farms shall be reported on the farm where they happen to be on June 1, 1936. In the case of ranchmen the number of cattle shall be understood to mean all animals belonging to or under the care of the ranchman by whom the schedule is prepared. Care shall be taken to report each age group on the proper line.

182. Inquiries 110 to 115. Horses and Mules June 1, 1936. Inquiries 110 and 111 refer to animals of both sexes. The other inquiries concerning horses under the various classes require little or no explanation.

183. Inquiries 116 to 124. Cattle June 1, 1936. In classifying cattle follow closely the designations on the schedule. Under Inquiry 118 only cows and heifers, 2 years old and over, **in milk or in calf** on June 1, 1936, shall be reported by number and value; while under Inquiry 119 cows and heifers 2 years old and over **not in milk nor in calf** shall be reported by number and value. This means that the number of cows and heifers two years old and over reported under Inquiries 118 and 119 give the total number of such animals on this farm. The total value of each class will be given and not the value of individual animals unless there be only one animal in a class, in which case give its value. It may be pointed out that under Inquiry 119 cows and heifers, which are being prepared for sale shall be included.

184. Inquiries 123 and 124. The purpose of these two questions is to attempt to distinguish between cattle kept mainly for milk production and cattle kept mainly for beef production. Inquiry 123 is self-explanatory. Under Inquiry 124 is to be entered all animals entered under Questions 117, 118 and 119, under the two headings of milk production and beef production.

MILK PRODUCED IN 1935

185. Inquiry 125. Cows milked in 1935. This question shall always be answered where "**cows and heifers in milk or in calf**" are reported under Inquiry 118.

186 (1) Inquiry 126. Total milk produced in 1935. Report under this inquiry the total quantity of milk produced on this farm in 1935 including **whole milk** used on the farm during the year as well as milk sold. When the amount of milk produced is reported by the farmer in gallons, it must be reduced to pounds before it is entered on the schedule according to the note under the inquiry. The Enumerator must not use an average production in making estimates of milk produced but must obtain from the farm operator either figures based on records or the closest possible estimate of the actual production based on the number of cows milked (Inquiry 125).

(2) The quantity of milk produced should be enough to cover the products shown under Inquiries 127 to 132 inclusive, plus enough for home consumption on the farm. Where the figures for dairy products (Inquiries 127 to 132) as given by the farm operator, appear questionable the approximate milk equivalent of butter, butterfat and cream may be obtained as shown in Instruction 192 (a), page 72.

DISPOSITION OF MILK IN 1935

187. Inquiry 127. Milk sold or sent to factory in 1935. Under this inquiry only such milk as is sold **whole or unskimmed** shall be reported. The milk may be sold to distributing milk centres in cities or it may be sold by the producer to private families or it may be sold to butter or cheese factories. The phrase "sent to factory" has reference to milk supplied to butter or cheese factories.

188. Inquiry 128. Cream sold or sent to creamery on a fat basis in 1935. Cream sold or sent to a creamery on a butterfat basis is to be reported under Inquiry 128. That is to say, if the farmer received payment on the basis of a given number of pounds of butterfat at a given price per pound it will be correct to report the product under this section.

189. Inquiry 129. Cream sold or sent to creamery by measure in 1935. Under this inquiry only cream sold by the quart or gallon or some other basis than butterfat content shall be reported. The Enumerator shall pay particular attention to the note under Inquiry 129 on the schedule and act accordingly.

190. Inquiry 130. Butter made on this farm in 1935. Under this inquiry will be reported only the butter which is **actually produced on the farm** for home use or for sale. It

does not refer to the case where a butter factory is operated on the farm and where labour is employed exclusively for its operation.

191. Inquiry 131. Butter made on this farm and sold in 1935. The answer to this inquiry will disclose the amount of butter reported under Inquiry 130 that was sold in 1935. The quantity given under this Inquiry must not exceed that given under Inquiry 130.

192. Inquiry 132. Cheese made on this farm in 1935. The instructions to Inquiry 130 apply to this question.

(a) The following table will help the Enumerator compare the disposition of milk with the total milk produced.

10 lbs. of milk	= 1 gallon of milk
10 " " "	= 1 lb. of cream
25 " " "	= 1 pound of butter
11 " " "	= 1 " " cheese
30 " " "	= 1 " " butterfat.

193 (1) Inquiries 133 to 138. Sheep 1936 and Wool 1935. When sheep and lambs are reported under Inquiries 133 to 136 there should be, in all probability, an entry under Inquiry 137 for sheep shorn in 1935 and under Inquiry 138 for total weight and value of fleeces.

(2) The production of wool and the number of sheep shorn are closely related to the number of sheep on hand June 1, 1936, except where the farmer may have sold or otherwise disposed of some of his sheep, or purchased additional sheep since shearing time. Where either was the case for a large number of sheep write an explanation on the margin of the schedule. Where sheep have been purchased as "feeders" make the proper entries and write the number of feeders on the margin, for example, "500 feeders."

(3) The Enumerator will observe that he is to obtain the weight and value of fleeces "**unwashed**" for if answers to this inquiry be given in some instances as wool **washed** and in others as **unwashed** no comparative statistics can be prepared.*

**Note.—In the proceedings of a Conference on wool statistics held under the auspices of the National Resources Council on October 28, 1927 at Toronto, the following resolution was adopted for guidance in estimating the probable weight per fleece of sheep of the different breeds.*

194. Inquiries 139 to 152. These inquiries relating to goats, swine, poultry, eggs and chickens require no explanation other than that given on the schedule which the Enumerator shall read carefully.

195. Inquiries 153 to 155. Bees and Bee Products. When the owner of a number of hives of bees distributes them among the farmers of the surrounding country or elsewhere, all the hives so distributed and honey and wax produced must be reported by the owner of the bees. Bees kept on farms, but not owned by the person owning or renting the farm shall not be reported on this farm as the owner will have already reported them on Schedule No. 3. In such case the farmer on whose land the colonies are placed will give the name and address of the owner of the bees so that the latter may be communicated with regarding the number of colonies and quantities and value of production.

If however, the owner of the bees operated a farm of one acre or over and if the agricultural and live stock products including honey aggregated \$50 or more in value, the bees shall be reported on the General Farm Schedule, otherwise they shall be reported on Schedule No. 3.

196. Inquiries 156 to 159. Young animals raised on this farm in 1935. The instructions under this heading on the schedule are sufficiently precise to enable the Enumerator to give the information required.

197. Inquiries 160 to 167. Domestic animals and poultry slaughtered on this farm in 1935 for home use or for sale. The Enumerator will observe that only animals raised on this farm will be reported under this heading. This inquiry is designed, primarily to obtain the facts with regard to animals

Class 1, Fine Wool

Produced by the range wool breeds of the West, chiefly Ramboulllets and other Merinos, together with grades and crosses of a similar type. Factor to be used, 7½ lbs. per sheep.

Class 2, Medium Wool

Produced by Shropshires, Southdowns, Dorsets, Oxfords, Hampshires, Suffolks, Cheviots, and grades and crosses of a similar type. Factor, 7½ lbs. per sheep.

Class 3, Coarse Wool

Produced by Lincolns, Cotswolds, Leicesters and grades and crosses of similar type. Factor, 9 lbs. per sheep.

It was agreed that the factor of 4 lbs. per lamb would be approximately correct for all breeds.

slaughtered for home use but it shall also include the number of all such animals killed on the farm for food whether the product (dressed meats and poultry) were kept at home or sold. Animals which were killed on account of disease or young animals destroyed at birth or animals slaughtered in commercial slaughterhouses shall not be included.

198. Inquiries 168 to 181. Under "**Domestic Animals and Poultry sold alive in 1935**" shall be recorded the number of domestic animals and poultry which were raised on this farm and sold alive in 1935. The Enumerator shall make specific inquiry regarding each item, carefully entering the number and the total value. For example, if three horses were sold the figure three (3) will be entered under "Number" and if the horses were sold at \$80 apiece the entry under "Value" will be \$240 not the value of one animal.

199. Inquiries 182 to 189. Pure-bred animals June 1, 1936. The Enumerator shall report only the animals on this farm on June 1, which are registered or eligible for registration as pure breeds. The Enumerator shall carefully write the correct name of the breed in each case. He will also note, as called for under these questions, that the registered stock reported under Inquiries 182 to 189 must also be included in the proper classes reported under Inquiries 110 to 149. The Enumerator will note that Inquiry 183 is divided into two parts (a) stallions 2 years old and over, (b) stallions under 2 years. Similarly Inquiry 185 is divided into (a) bulls 1 year old and over and (b) bulls under 1 year.

VALUE OF PRODUCTS OF THIS FARM IN 1935

200. Inquiries 190 to 195. Under these inquiries are to be entered the value of farm products sold under the various headings. Enumerators shall make an effort to obtain as accurate information as possible in answer to these questions. Where the farmer is unable to give exact figures, as accurate an estimate as possible under the circumstances shall be made.

201. Wheat "carry over." Wheat grown before 1935 sold in 1935-6 or held for sale at a future date. Under this inquiry is to be entered the number of bushels of wheat harvested before 1935 but sold in 1935-6 or held for sale at some future date. The purpose of this question is to obtain information as to the amount of old wheat sold in 1935-6 or still held for sale.

VACANT FARMS AND ABANDONED FARMS—FORM 2a

202. (1) The purpose of this schedule is to obtain a record of every "vacant farm" and every "abandoned farm" in the Prairie Provinces in the census year. The instructions and explanations on the schedule are so explicit that further remarks are not necessary.

(2) If the Enumerator will carefully report all such farms according to the question on the schedule it will not only account for all vacant and abandoned farms but will also disclose the probable reason why these parcels of land, which at one time were cultivated, are now lying idle.

(3) The Commissioner shall obtain from municipal records the **number of vacant and abandoned farms in every enumeration area in his district** so that he may have some check on the completeness of the Enumerator's work.

VALUES OF FIELD CROPS—FORM 2b

203. (1) In censuses previous to 1931 the Enumerator was required to obtain from each farm operator the total value of each kind of grain or other field crop produced on his farm in the census year. This inquiry is again omitted from the 1936 General Farm Schedule and instead the Enumerator is required to give on **Form 2b** an estimate of the average value per ton, bushel or pound, of each kind of field crop produced in his enumeration area. The prices quoted shall be those obtained on the average by the farmers in the subdistrict at the local markets.

(2) The average prices quoted shall be such that if they were used as a multiplier for the total of each crop produced in your subdistrict, the result so obtained would fairly represent the total value of each crop to all of the farmers in your area. Give prices for such crops only as were grown in the subdistrict in 1935.

(3) This schedule of prices is to be enclosed in the portfolio with the other forms when forwarded to the Commissioner. **The filling in of this form constitutes an important part of an Enumerator's duties and will be required before any payment is made to the Enumerator.**

ANIMALS AND ANIMAL PRODUCTS, NOT ON FARMS—
SCHEDULE No. 3

204. (1) The records of incidental agricultural operations, on plots of less than one acre will be reported on Schedule No. 3. The schedule will give information relative to domestic animals on hand June 1, 1936; animal products for the year 1935 and the value of vegetables and other products whether consumed at home or sold.

(2) The Enumerator shall inquire of every family or household in his subdistrict **not living on a farm** (particularly in cities, towns and villages) whether they are in possession of any of the items listed on the schedule, and if so, he shall obtain and enter the information under the proper headings on the schedule.

205. Reference. Columns 1, 2 and 3. In Columns 1 and 2 will be entered the numbers of the page and line respectively on which the person is recorded on the Population Schedule. In Column 3 will be entered the name of the occupier or owner or other person in charge.

206. Columns 4 to 23. Domestic animals and poultry in 1936. The entries in Columns 4 to 23 will be the number of animals, including pure-bred animals, as indicated by the headings, which are on hand June 1, 1936.

207. Bees, June 1, 1936. In Columns 24 and 25 the number of hives of bees owned by the person enumerated whether they are on the plot or elsewhere will be entered. The total amount of honey and wax produced in 1935 will be entered in Columns 31 and 32. (Read carefully Instruction 195.)

208. Animal products, 1935. Columns 26 to 33 shall contain a record of all animal products for the calendar year 1935 as indicated by the headings of the columns. The Enumerator shall see that the number of pounds of butter entered in Column 28 are in proper relation to the quantity of milk reported in Column 27 which in turn should correspond to the number of cows milked in Column 26. The total quantity of milk produced (not bought or used) will be entered in Column 27. An imperial gallon of milk weighs 10 pounds. The quantities of butter, eggs, and honey must not include purchases.

209. Gardens. In Column 34 will be entered the value of vegetables and other products whether consumed at home or sold.

210. Pure-bred animals. The entries in Columns 35 to 40 inclusive will give the number and the name of the breed of each kind of pure-bred animals which are registered or eligible for registration on June 1, 1936. The numbers of pure-bred animals must be included in the totals entered in Columns 4 to 23.

N.B.—*The Enumerator is again reminded that a copy of the "General Farm Schedule" was some months ago mailed to every farmer in Manitoba, Saskatchewan, and Alberta in order that the latter might be acquainted with the scope of the census of agriculture and have filled in, previous to the visit of the Enumerator, the answers to all the inquiries on the schedule. If this has been done the Enumerator shall make use of the information thus prepared in advance, but shall not take the schedule away from the farmer, and he shall further instruct the farmer to preserve the schedule for future use. (See Instruction 119.)*

APPENDIX I

SCHEDULE RATES

COMMISSIONERS

COMMISSIONER'S ALLOWANCES—The Commissioner of each Census district will be entitled to payment at a rate of 1 cent per name for each person enumerated in the population schedule; 3 cents for every record on Form No. 2, of farms of one acre and over provided entry is made of products with a value of not less than \$50 in the Census year; 3 cents for every record of Form 2a (Vacant Farms and Abandoned Farms) and one cent for every record made on Form No. 3 (Animals and Animal Products not on Farms). For correspondence with Departmental and staff officers, personal studies, instruction to Enumerators, examination and correction of Enumerators' accounts, making out returns for transmission to the Minister of Trade and Commerce according to the Book of Instructions, he will be entitled to a special allowance.

Commissioners also will be allowed reasonable travelling and living expenses while receiving instructions from an officer of the Bureau, and they will also be entitled to transportation expenses while instructing Enumerators, as approved by the Dominion Statistician.

Commissioners will be allotted space in Dominion Government Buildings, where this is possible. When offices in public buildings are not available they will be allowed a stated amount for rent of office upon the approval of the Dominion Statistician and also when approved an allowance for rent of halls for instructing Enumerators will be made.

ENUMERATORS

The Enumerators will be entitled to payment as follows:—

(1) **POPULATION**—For every living person recorded in the Population Schedule (Form 1) and for every "Closed Dwelling" (Form 5) and "Absentee Household" (Form 6) card forwarded to the Dominion Bureau of Statistics, each Enumerator will be paid an allowance of five cents.

(1a) For every vacant dwelling recorded—five cents.

(2) **AGRICULTURE**—For every farm of five acres and over recorded in the agricultural schedule (No. 2) and for every report of vacant farms and abandoned farms (Form 2a) each Enumerator will be entitled to an allowance of 35 cents; for areas of from one to five acres, provided a record is made of products with a value of not less than \$50 in the census year, he will be entitled to an allowance of 25 cents.

(3) **LIVE STOCK, ETC., IN TOWNS**—For every record of "Live stock and animal products not on farms" entered on Schedule No. 3 each Enumerator will be entitled to an allowance of 10 cents.

(4) **ALLOWANCES FOR EXPENSES**—In localities outside of cities, towns and incorporated villages, Enumerators will be paid in lieu of horse and motor hire and all other expenses and in addition to the rates pro-

vided above an allowance of seven dollars (\$7.00) per one hundred (100) names of persons enumerated in Population Schedule Form 1, and seven dollars (\$7.00) for each township where there are less than 100 bona fide residents. But these allowances will not apply to subdistricts or regions provided for in the Instruction following.

(5) SPECIAL CASES—In census subdistricts or regions of sparse population, remote from settlement and deficient in means of communication, the rates and allowances to Enumerators shall be such as the Dominion Statistician, with the approval of the Minister, may direct; and the same rule shall also apply in subdistricts or regions where the services of an Interpreter, a Guide or other assistant to an Enumerator may be required. But in no case shall an Interpreter or Guide or other assistant to an Enumerator be employed except within the written authority of the Dominion Bureau of Statistics.

(6) TRAVELLING EXPENSES FOR ENUMERATORS—Census Enumerators called to receive instructions from Commissioners before commencing enumeration work will be entitled when on such duty to actual expenses of travel by railroad or other conveyance and to cost of living at hotels or other places from time of leaving home to return thereto, as shown by vouchers and to an allowance of THREE DOLLARS per day for time spent in receiving instructions as certified by the Commissioner.

APPENDIX II

EXTRACTS FROM THE STATISTICS ACT, 8-9 GEORGE V, CHAPTER 43, STATISTICS ACT, 1918

Dominion
Statistician,
appointment
and duties.

4. The Governor in Council may appoint an officer to be called the Dominion Statistician, who shall hold office during pleasure, whose duties shall be, under the direction of the Minister, to prepare all schedules, forms, and instructions, and generally to supervise and control the Bureau, and to report annually to the Minister with regard to the work of the Bureau during the preceding year.

Officials.

(2) Such other officers, clerks and employees as are necessary for the proper conduct of the business of the Bureau, may be appointed in the manner authorized by law and, shall hold office during pleasure.

Commis-
sioners,
Enumerators,
and agents.

5. The Minister may employ from time to time, in the manner authorized by law, such commissioners, enumerators, agents or persons as are necessary to collect statistics and information for the Bureau relating to such industries and affairs of the country as he deems useful and in the public interest, and the duties of such agents or persons shall be such as the Minister determines.

Oath of
office.

6. (1) Every officer, census commissioner, enumerator, agent and other person employed in the execution of any duty under this Act or under any regulation made hereunder, before entering on his duties, shall take and subscribe the following oath:—

I..... Solemnly swear that I will faithfully and honestly fulfil my duties as in conformity with the requirements of the Statistics Act and of all proclamations, orders in council and instructions issued in pursuance thereof, and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such

Attestation.

(2) The oath shall be taken before such person, and returned and recorded in such manner, as the Minister prescribes.

Rules,
regulations
and forms.

7. The Minister shall

(a) make and prescribe such rules, regulations, instructions, schedules and forms as he deems requisite for conducting

the work and business of the Bureau, the collecting of statistics and other information and taking of any census authorized by this Act;

- (b) prescribe what schedules, returns and information are to be verified by oath, the form of oath to be taken, and shall specify the officers and persons by and before whom the said oaths are to be taken. Verification by oath.

10. Every person who has the custody or charge of any provincial, municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the objects of this Act can be obtained, or which would aid in the completion or correction thereof, shall grant to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, access thereto for the obtaining of such information therefrom. Access to public records.

11. The Minister may, by special letter of instruction, direct any officer, census commissioner or other person employed in the execution of this Act, to make inquiry under oath as to any matter connected with the taking of the census or the collection of statistics or other information, or the ascertaining or correction of any supposed defect or inaccuracy therein; and such officer, census commissioner or other persons shall then have the same power as is vested in any court of justice, of summoning any person, of enforcing his attendance and of requiring and compelling him to give evidence on oath, whether orally or in writing, and to produce such documents and things as such officer, census commissioner or other person deems requisite to the full investigation of such matter or matters. Inquiries under oath.

12. (a) Any letter purporting to be signed by the Minister or the Dominion Statistician, or by any other person thereunto authorized by the Governor in Council, and notifying any appointment or removal of or setting forth any instructions to any person employed in the execution of this Act; and, Evidence of appointment, removal or instructions.

(b) Any letter signed by any officer, census commissioner, or other person thereunto duly authorized, notifying any appointment or removal of or setting forth any instructions to any person, employed under the superintendence of the signer thereof;

shall be, respectively, *prima facie* evidence of such appointment, removal or instructions, and that such letter was signed and addressed as it purports to be.

13. Any document or paper, written or printed, purporting to be a form authorized for use in the taking of census, or the collection of statistics or other information, or to set forth any instructions relative thereto, which is produced by any person employed in the execution of this Act, as being such form or Presumption.

as setting forth such instructions, shall be presumed to have been supplied by the proper authority to the person so producing it, and shall be *prima facie* evidence of all instructions therein set forth.

Remuneration.

14. The Minister shall, subject to the approval of the Governor in Council, cause to be prepared one or more tables setting forth the rates of remuneration or allowances for the several census commissioners, enumerators, agents and other persons employed in the execution of this Act, which may be a fixed sum, a rate per diem, or a scale of fees, together with allowances for expenses.

Voted by Parliament.

(2) Such remuneration or allowances and all expenses incurred in carrying this Act into effect shall be paid out of such moneys as are provided by Parliament for that purpose.

Condition of payment.

(3) No remuneration or allowance shall be paid to any person for any service performed in connection with this Act until the services required of such persons have been faithfully and entirely performed.

SECRET

No individual return to be published or divulged.

15. No individual return, and no part of an individual return, made, and no answer to any question put, for the purposes of this Act, except as hereinafter set forth shall, without the previous consent in writing of the person or of the owner for the time being of the undertaking in relation to which the return or answer was made or given, be published, nor, except for the purposes of a prosecution under this Act, shall any person not engaged in connection with the Census be permitted to see any such individual return or any such part of any individual return.

No report to reveal individual particulars.

(2) No report, summary of statistics or other publication under this Act, except as foresaid, shall contain any of the particulars comprised in any individual return so arranged as to enable any person to identify any particulars so published as being particulars relating to any individual person or business.

CENSUS OF POPULATION AND AGRICULTURE

Census of population and agriculture every tenth year.

16. The Census of population and agriculture of Canada shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and thirty-one, to be fixed by the Governor in Council, and every tenth year thereafter.

Manitoba, Saskatchewan and Alberta.

17. A census of population and agriculture of the Provinces of Manitoba, Saskatchewan and Alberta shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and thirty-six, to be fixed by the Governor in Council, and every tenth year thereafter.

18. The Governor in Council shall divide the country in respect of which the census is to be taken into census districts, and each census district into subdistricts to correspond respectively, as nearly as may be, with the electoral divisions and subdivisions for the time being, and, in territories not so defined or so situated as to admit of adhering to boundaries already established, into special divisions and subdivisions, for the purpose of the census. Census districts.

19. Each census of population and agriculture shall be so taken as to ascertain with the utmost possible accuracy for the various territorial divisions of Canada, or of the provinces of Manitoba, Saskatchewan and Alberta as the case may be,— Details.

- (a) their population and the classification thereof, as regards name, age, sex, conjugal condition, relation to head of household, nationality, race, education, wage-earnings, religion, profession or occupation and otherwise;
- (b) the number of houses for habitation, whether occupied or vacant, under construction or otherwise, the materials thereof and the number of rooms inhabited;
- (c) the area of occupied land and its value, and its condition thereof as improved for cultivation, in fallow, in forest, unbroken prairie, marsh or waste land, and otherwise; the tenure and acreage of farms and the value of farm buildings and implements;
- (d) the products of farms, with the values of such products, and the number and value of domestic animals within the preceding census or calendar year;
- (e) the municipal, educational, charitable, penal and other institutions thereof; and,
- (f) such other matters as may be prescribed by the Governor in Council.

OFFENCES AND PENALTIES

35. Every person employed in the execution of any duty under this Act or any regulation who,— Desertion or false declaration.

- (a) after having taken the prescribed oath, shall desert from his duty, or wilfully makes any false declaration, statement or return touching any such matter; or
- (b) in the pretended performance of his duties thereunder, obtains or seeks to obtain information which he is not duly authorized to obtain; or Unlawful information.
- (c) shall not keep inviolate the secrecy of the information gathered or entered on the schedules and forms, and who shall, except as allowed by this Act and the regulations, divulge the contents of any schedule or form filled up in pursuance of this Act or any regulation, or any information furnished in pursuance of this Act or any regulation; Improperly divulging information.

Penalty. shall be guilty of an offence and shall be liable, on summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment.

Refusal to answer or false answer.

36. Every person who, without lawful excuse,—

(a) refuses or neglects to answer, or wilfully answers falsely, any question requisite for obtaining any information sought in respect of the objects of this Act or any regulation, or pertinent thereto, which has been asked of him by any person employed in the execution of any duty under this Act or any regulation; or

Refusal or neglect, false information or deception.

(b) refuses or neglects to furnish any information or to fill up to the best of his knowledge and belief any schedule or form which he has been required to fill up, and to return the same when and as required of him under this Act or any regulation, or wilfully gives false information or practises any other deception thereunder;

Penalty.

shall, for every such refusal or neglect, or false answer or deception, be guilty of an offence and liable, upon summary conviction, to a penalty not exceeding one hundred dollars and not less than twenty dollars, or to imprisonment for a period not exceeding three months and not less than thirty days, or to both fine and imprisonment.

Wilful refusal or neglect to grant access to records.
Penalty.

37. Every person who has the custody or charge of any provincial, municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the objects of this Act or any regulation can be obtained, or which would aid in the completion or correction thereof, who wilfully or without lawful excuse refuses or neglects to grant access thereto to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, and every person who wilfully hinders or seeks to prevent or obstruct such access, or otherwise in any way wilfully obstructs or seeks to obstruct any person employed in the execution of any duty under this Act or any regulation, is guilty of an offence and shall be liable, upon summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment.

Leaving notice at house.

38. The leaving by an enumerator, agent or other person employed in the execution of this Act or any regulation, at any house or part of a house, of any schedule or form purporting to be issued under this Act or any regulation, and having thereon a notice requiring that it be filled up and signed within a stated time by the occupant of such house or part of a house, or in his absence by some other member

of the family, shall, as against the occupant, be a sufficient requirement so to fill up and sign the schedule or form, though the occupant is not named in the notice, or personally served therewith.

39. The leaving by an enumerator or agent or other person employed in the execution of this Act or any regulation at the office or other place of business of any person or firm or of any body corporate or politic, or the delivery by registered letter to any person, firm or body corporate or politic or his or its agent, of any such schedule or form having thereon a notice requiring that it be filled up and signed within a stated time, shall, as against the person or the firm and the members thereof and each of them or the body corporate or politic, be a sufficient requirement to fill up and sign the schedule or form, and if so required in the notice, to mail the schedule or form within a stated time to the Bureau. Leaving notice at office.

40. Any fine imposed and recovered for any offence under this Act shall belong to His Majesty for the public uses of Canada, but the Minister may authorize the payment of one-half of any such fine to the prosecutor.

